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info@obesityaction.org
www.obesityaction.org

Dear Prospective Advisory Board Member,

The Obesity Action Coalition (OAC) is an organization made up of individuals impacted by obesity. As a non-profit organization, we would not be able to do the work that we do without the support of our members and volunteers.

The OAC is currently recruiting applications for service on its Advisory Board. The OAC Advisory Board plays a vital role in the organization by providing guidance and assistance to the organization.

The Advisory Board is comprised of diverse individuals from a wide variety of backgrounds and experiences, serving as a resource to the OAC Board of Directors and Staff on an as-needed basis. Advisory Board members are volunteers and are called upon to serve on committees, write articles, review materials developed by the OAC and/or assist with other activities as requested by the OAC Board of Directors or Staff.

If you are interested in serving the OAC in some capacity, please consider submitting an application for the OAC Advisory Board. Your expertise can be a tremendous asset to the OAC. Enclosed, please find the application packet that includes a detailed look at the roles and responsibilities of Advisory Board Members along with the application.

To be considered for the OAC Advisory Board, you must be a current and paid member of the OAC. If you are not already a member of the OAC, we encourage you to join today. To join, please visit our Web site at www.obesityaction.org or contact us at (800) 717-3117.

Please review the enclosed description of the OAC Advisory Board, along with the Advisory Board application. Please be sure to include the required documents and references. If you have any questions, please do not hesitate to contact Kristy Kuna at (800) 717-3117 or kkuna@obesityaction.org.

Thank you for your support of the OAC. We look forward to receiving your application.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Nadglowski, Jr.", is written over a white rectangular area.

Joe Nadglowski, Jr.
OAC President/CEO

OAC Advisory Board

Purpose, Roles, Expectations

Thank you for your interest in serving on the OAC Advisory Board. The OAC is grateful for all the time and dedication of its volunteers. The following is a description of the OAC Advisory Board and a general description of the roles and responsibilities of the members.

About the OAC Advisory Board:

The purpose of the OAC Advisory Board is to support and advise the OAC Staff and Board of Directors. The Advisory Board is comprised of a group of individuals who represent the essence of the OAC – those who are touched by obesity. Members of the OAC Advisory Board hold skills that complement the goals of the OAC. In addition, the Advisory Board further differentiates the OAC as a distinguished and professional organization.

Size of Advisory Board: The OAC aims to have no less than 10 individuals to serve on its Advisory Board. The Advisory Board can expand at any time to support the activities of the Board and Staff of the OAC.

Terms of Service: The general term of service for Advisory Board members is two years. The OAC does not limit the number of terms that an individual is able to serve.

Roles of Advisory Board Members:

The OAC is a non-profit, grassroots organization. As such, volunteers are critical to our success. Members of the Advisory Board should be prepared to be called upon to volunteer their time for organizational activities. This might be as simple as reviewing an article or offering an opinion on a brochure, or as complex as applying one's professional expertise to a project such as development, advocacy or programs.

The Advisory Board appropriately and accurately represents the OAC. As such, we expect Advisory Board members to consider the mission and the reputation of the OAC in their other actions.

Expectations of Advisory Board Members:

The Board of Directors of the OAC has several expectations and guidelines for the Advisory Board.

1. Advisory Board members are required to be paid members of the OAC. They shall hold membership at least at the level of a regular (paid) member. It is suggested that members join the OAC at the level appropriate to their degree, license or financial ability.

2. Advisory Board members are *encouraged* to make additional financial donations to the OAC. We suggest a minimal level of giving of \$250/year.
3. Advisory Board members are expected to act ethically and professionally in their representation of the OAC and in their representation of their relationship with the OAC. Members who abuse their relationship with the OAC will be dismissed by the National Board of Directors.
4. Advisory Board members shall participate in the activities of standing and ad hoc committees of the OAC. Advisory Board members are expected to join and participate in at least one standing committee. Advisory Board members are welcomed and encouraged to join additional committees (standing or ad hoc), as long as they are able to meet the time commitments of the committee.
5. Advisory Board members may also serve as committee chairs if this is deemed appropriate by the committee. If an Advisory Board member serves as a committee chair, they will be expected to report on their committee activities to the National Board through an oral or written report.
6. Advisory Board members will receive requests for other volunteer activities including editing of written materials, writing for *OAC News*, supporting advocacy activities and offering expert opinions. While the National Board does not expect Advisory Board members to honor every request, adequate participation is expected.
7. The Advisory Board is expected to participate in meetings via phone that may be called as needed during the year if the National Board feels this is necessary. There may also be intermittent electronic communications that are circulated for Advisory Board response or action.

Applying to the OAC Advisory Board:

Application to the Advisory Board is an ongoing process. Advisory Board members are able to nominate themselves or be nominated by others. The Board of Directors may also solicit new Advisory Board members, as needed, to provide specific skills or representation.

Applications are reviewed by the National Board of Directors and/or the nominating committee of the National Board. Advisory Board nominees are reviewed through an interview process that may also include interviewing references. All applications will be reviewed in a timely manner.

Dismissal from the Advisory Board:

An Advisory Board member may be dismissed for inactivity, non-contribution, unethical or unprofessional behavior that impacts the OAC, or intentional misrepresentation of the OAC. Members of the Advisory Board who wish to resign from their advisory role for any reason can do so at any time by written notice to the Chairman of the National Board of Directors.



Advisory Board Application

Thank you for your interest in serving as an OAC Advisory Board member. To be considered, please complete the application below and attach your resume, one page vision/goals statement and any supporting documents.

Name: _____

Address: _____

(street)

(city)

(state)

(zip)

Home Telephone: (____) _____ Fax: (____) _____

Work Telephone: (____) _____ Cell: (____) _____

E-mail: _____ Occupation: _____

Please attach your resume or use a separate sheet to detail your educational and employment experience.

Please complete the following questions. If extra space is required, additional pages may be attached.

1. How has obesity personally affected you? _____

2. What is your interest and motivation for serving as an Advisory Board member? _____

3. Do you have any previous leadership or Board service experience? Are you serving on other Boards? Please provide information about current and previous Board leadership.

4. Do you have any advocacy or policy development experience? Please provide details. _____

5. What kind of specific skills or experience can you offer? How will the OAC benefit from your participation?

Are you a current and paid member of the OAC? Yes No

Are you willing to personally contribute to and help fundraise for the OAC? Yes No

Are you willing to recruit new members? Yes No

Are you willing to participate by providing guidance to the OAC Board of Directors? Yes No

Are you willing to promptly disclose any conflicts of interest? Yes No

References: *(Please attach three letters of support or complete contact information for three references.)*

1. Name: _____ Phone: _____

E-mail: _____ Relationship: _____

2. Name: _____ Phone: _____

E-mail: _____ Relationship: _____

3. Name: _____ Phone: _____

E-mail: _____ Relationship: _____

Please attach a one-page statement of your vision and goals for the Obesity Action Coalition.

I HAVE COMPLETED THIS APPLICATION ACCURATELY AND TO THE BEST OF MY KNOWLEDGE AND WILL ACCEPT THE TIME OBLIGATIONS AS AN ADVISORY BOARD MEMBER. I HAVE ALSO READ AND UNDERSTAND THE ATTACHED ADVISORY BOARD ROLES AND REQUIREMENTS AND WILL PLEDGE TO ADHERE TO THESE SET GUIDELINES. I UNDERSTAND THAT FAILURE TO COMPLY WITH THESE SET GUIDELINES CAN/WILL RESULT IN DISMISSAL FROM MY ROLE AS AN ADVISORY BOARD MEMBER.

(Signature)

(Date)

Please return application and support documents to:

Obesity Action Coalition
Attn: Kristy Kuna
4511 N. Himes Ave., Suite 250
Tampa, FL 33614

Fax to: (813) 873-7838