

The Catatonia Foundation

Professional Advisory Board Policies

1. The Catatonia Foundation

The Catatonia Foundation was established and is organized to end needless suffering and death due to Catatonia through awareness, education, advocacy, support and research, and exists exclusively for charitable, educational, and scientific purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding sections of any future federal tax code.

The vision of The Catatonia Foundation is that no patient's life or life as they knew it will be lost to Catatonia.

2. Professional Advisory Board Description

The Professional Advisory Board serves the mission of The Catatonia Foundation by providing specific expertise and guidance to the Board of Directors and the Executive Director as needed to assist The Catatonia Foundation in achieving its goals.

The Professional Advisory Board has no governing function within The Catatonia Foundation.

3. Who Can Serve on the Professional Advisory Board

Professionals who have expertise in specific areas that will benefit The Catatonia Foundation, including but not limited to: nonprofits, public relations, finance, corporate tax, fundraising, grant writing, communications, social media, marketing, branding, networking, exhibiting at professional meetings, and advocacy.

4. Election of Members of Medical Advisory Board

Recommendations of potential members to serve on the Professional Advisory Board shall be submitted to the Chairman of the Board of Directors for consideration by the Board of Directors.

The members of the Professional Advisory Board will be elected by the Board of Directors of The Catatonia Foundation.

5. Professional Advisory Term Limits

A member of the Professional Advisory Board will serve for a one year term with the right to serve additional one year terms at the discretion of the Board of Directors.

A member may resign at any time during their term by giving written notice of resignation. The resignation will be effective two weeks after receipt of such resignation.

The Board of Directors of The Catatonia Foundation reserves the right to remove a member of the Professional Advisory Board for any reason at its discretion by giving written notice of such removal. The removal will be effective two weeks after receipt of such notice, unless the member of the Professional Advisory Board objects to such removal. In that case, a meeting will be scheduled with the Chairman of the Board of Directors and the Executive Director of The Catatonia Foundation to reach a resolution.

The Members of the Professional Advisory Board have an open invitation to attend meetings of the Board of Directors, but in a nonvoting capacity. Minutes of the Board of Directors meetings will be sent electronically to each member of the Professional Advisory Board.

6. Responsibilities of Professional Advisory Board Members

a. Inclusion of Name on The Catatonia Foundation's Material

Members of the Professional Advisory Board agree to allow The Catatonia Foundation to publicize their name and participation on the Professional Advisory Board, list their name on The Catatonia Foundation's website, letterhead and all other applicable communications.

b. Provision of Services

Members of the Professional Advisory Board will provide expertise to The Catatonia Foundation as requested by the Chairman of the Board of Directors or the Executive Director.

There will be no formal meetings of the Professional Advisory Board.

7. Voluntary Position and Reimbursement of Expenses

The members of the Professional Advisory Board shall serve on a voluntary basis. Members may receive reasonable reimbursement of expenses incurred in the performance of their duties as a member of the Professional Advisory Board.

8. Written Notice

Written notice for all board communications shall include transmission via first-class mail (with tracking) or by electronic transmission. Such notice shall be delivered to a member at a physical or email address provided to the Chairman of the Board or Executive Director of The Catatonia Foundation specifically for the purpose of valid notice hereunder.

9. Certificate

This certifies that the foregoing is a true and correct copy of the Professional Advisory Board Policies for The Catatonia Foundation, and that these Policies were duly adopted

by the Board of Directors of The Catatonia Foundation on the date set forth below.

Dated: _____

Signature: _____
Belinda Phillips, President

A non profit Advisory Board is responsible for performing tasks outside of the usual purview of the Board of Directors. They are formed to give the organization specialized information, advice and skills, so that the organization grow and achieve its goals.

Advisory board members shape the foundation strategy by:

1. Representing an audience that the nonprofit seeks stronger connection to
2. Making that connection happen through networking and planning events

3. Promoting the nonprofit in the community
4. Offering recommendations to leadership in specific subject matters

The core responsibilities of an Advisory Board:

1. Nominate a leader for the board
2. Meet with regular frequency or create assignments with deadlines
3. Set performance expectations and goals
4. Have guidelines for membership and removal

Whereas a board of directors focuses on governance, an advisory board contributes—you guessed it—advice and insight.

An advisory board has no governing power or fiduciary responsibility. They simply offer opinions. That thought leadership, however, can have a powerful impact on a nonprofit's perception. Often, advisory boards focus on specific areas of nonprofit needs or ambassadorship. Advisory members shape your outreach strategy by:

Time Commitment:

Initial Zoom meeting to introduce members, decide assignments and completion dates. Follow-up quarterly meetings can be held on Zoom and shared information by email.

Suggested people:

Amy Davis-former Miller-Canfield attorney; grant writer for Kirk in the Hills

Deb Zupancic-non profit worker

Marna Cornille-non official strategist and detailed organizationalist

Sue Seestadt-retired from Ford Motor Company

Andrew Clopton-Jones Day Attorney