



Board of Directors Responsibilities and Requirements

The Burn Institute is the local nonprofit agency dedicated to reducing the number of burn injuries and deaths in San Diego and Imperial counties through fire and burn prevention education, burn care research and treatment and burn survivor support services.

The Burn Institute Board of Directors is the legal governing body of the non-profit organization and has the legal, management, financial and program oversight. The Board is comprised of a diverse group of people from a variety of industries including the fire service, medical community, businesses and volunteers.

Responsibilities of all Board members include the following:

- Be an ambassador by actively supporting the mission of the Burn Institute and its affiliates.
- Attend at least 50% of the 6 scheduled board meetings.
- Participation/attendance in a minimum of three special events per year.
- Sign an annual Conflict of Interest Statement.
- Make an annual financial contribution; personal, corporate or both. Each member must join the President's Circle on a yearly basis by contributing at least \$1,000.
- Serve on at least one standing committee and participate actively.
- Develop an understanding of the programs and services provided by the Burn Institute.

Standing committees vary in their level of activities, but typically meet 1-4 times a year in addition to the scheduled Board meetings. Following are the standing committees:

Board Governance & Nominating	Personnel
Budget and Finance	Program
Bylaws	Spirit of Courage Awards recipient selection
Investment	Board Development/Fundraising

Board meetings are typically held the fourth Thursday of the month at 6:00p.m. in the Burn Institute conference room located at 8825 Aero Drive, San Diego, CA 92123. Numerous special events are held throughout the community and members are encouraged to participate in other programs and services to better acquaint themselves.

Board members serve for two-year terms. The number of terms a board member may serve are not limited.

To learn more about serving on the Board of Directors or volunteering in other capacities, contact Executive Director Susan Day at 858-541-2277 or sday@burninstitute.org.