

INVITATION LETTER FOR MEDICAL ADVISORY COMMITTEE

Dear Potential Committee Member:

I am pleased to write this letter, letting you know that you have been recommended as a candidate to serve on The M.O.R.G.A.N. Project's Medical Advisory Committee (MAC).

This letter and our web site (www.themorganproject.org) are being offered for your reference as an overview of The M.O.R.G.A.N. Project, its activities and goals. I have also enclosed an Application in the hope that you are interested in applying for a position on our committee.

This is a family-founded nonprofit organization that was created in 2001. The organization was created and funded by Robert and Kristen Malfara in honor of their son, Morgan. Since that time, our board's composition has included parents, family members or friends of children that have been diagnosed with life-long diseases and/or disabling disorders. Each of our members has committed themselves to operating this charity in a 100% voluntary capacity.

In 2005, The M.O.R.G.A.N. Project hosted the **1st Annual Turtle Splash & Family Bash**, raising over \$10,000 during this family oriented fundraiser! In 2006, The M.O.R.G.A.N. Project hosted the **2nd Annual Turtle Splash & Family Bash**, raising over \$8,500 during this family oriented fundraiser! This will continue to be the organization's yearly signature community fundraising event. Our goal is to begin providing assistance and grants in 2006 in accordance with our mission statement.

The Executive Board meets three or four times each year, and communicates on a regular basis via email. We are now organizing our Medical Advisory Committee in preparation for beginning the grant process. Our meetings will include reviewing and discussing grant proposals, awarding grants, and monitoring financial operations.

The responsibilities of our MAC will include thoroughly reviewing the grant applications, being available for (2) meetings each year, and participating in Board and Committee discussions via email.

Our board members do not receive compensation. We strongly believe in our responsibility as stewards of a public trust. As a consequence, we strictly avoid even the appearance of conflicts-of-interest; we do not mix our personal giving with the organization's work; we adhere to processes of communications and grant review that have been carefully developed to provide clear and objective information.

This Application is for a two-year term, 2006 through 2008. If you decide that being a committee member is a commitment you would like to make, we would be delighted to hear from you. Please complete and return the Application within the next two weeks, and we will include it with other applications in the board's meeting docket. If you know of any other individuals that we should consider inviting to apply for a position on our MAC, we would greatly appreciate the referral!

If you have any questions or need clarification, please call me at any time at (321) 726-6700 or by email at themorganproject@aol.com.

Sincerely,

Kristen Malfara

Kristen Malfara
Cofounder & Chair, Nominating Committee

MEDICAL ADVISORY COMMITTEE

WHAT IS EXPECTED OF ME?

Our MAC will evaluate all applications received for grants and make recommendations to the Executive Board of Directors several times per calendar year. We will rely on the experience and educational background of each MAC member to contribute his/her wealth of knowledge and expertise in determining the appropriateness of each grant request.

WHAT IS THE TIME COMMITMENT?

We plan to have an open application period per calendar year in which someone may submit a request for a grant. The MAC would receive the applications for consideration and send them out via email to each MAC member. Each MAC member will have time to review the applications and a special meeting of the MAC and BOD will then take place for further discussion, either by email, phone or in person. The executive BOD will announce the grant recipients as soon as a decision is made.

The MAC's primary means of communication will be via e-mail, and will be kept to a minimum. Additional meetings may be scheduled upon request from time to time.

WHAT ELSE IS REQUIRED OF ME TO CONTRIBUTE TO THIS ORGANIZATION?

All MAC members would be invited and encouraged to assist the executive BOD in networking, referrals and fundraising events. The executive BOD may from time to time ask for additional recommendations, guidance and/or advice when evaluating requests for assistance that fall outside of our grant guidelines, or in emergency situations.

WHAT ELSE SHOULD I CONSIDER?

Your name and credentials will be listed in the official documents of our organization, and a brief bio and photo will be posted on our website.

WHAT WILL I GET OUT OF BEING ON THIS COMMITTEE?

A genuine feeling of knowing that you have assisted families raising children with various disabilities, and that you personally had a hand in helping to increase their quality of life. You will be a contributing member of a worthwhile charity serving the community in which we live, and a source of guidance for the founding Board of Directors.

HOW LONG WILL I SERVE ON THIS COMMITTEE?

The initial term for our founding Medical Advisory Committee will be for 2 years. Additionally, each member will serve at the discretion of the executive BOD, and will remain a valuable member of our team until such time as the member wishes to no longer serve. MAC members may certainly serve consecutive terms, with no limitations.

QUESTIONS TO ASK YOURSELF BEFORE JOINING YOUR NEXT BOARD

IS THIS THE RIGHT CAUSE AND ORGANIZATION FOR ME?

Serving as a board member is one of the most challenging and rewarding of volunteer assignments. While appointment or election to a board is an honor, board members have important responsibilities that require a commitment of time, skill, and resources.

The next time you consider joining a board, first ask yourself whether you truly feel strongly about the type of work that the organization does and the people it serves. More than likely you will prefer to work with an organization you believe is truly worthwhile. After all, you are about to give it your time, knowledge and money, and recommend to others that they do the same. Can you work with this agency and this board at this particular stage in its life?

At one time in an organization's life, board service may be fairly smooth with a few bumps, while at another time board service may involve a hair-raising roller coaster ride (of course, an unexpected event can throw any board for a loop). What type of board seems right for you right now? You may want a board that really lets you roll up your sleeves and get to work with the other board members, or you may want a board that is stable and can let you learn about board work in a deliberate way.

WHAT CAN I, AND WHAT WILL I, CONTRIBUTE TO THIS ORGANIZATION?

What skills, contacts, and perspectives do I have that will be useful to this organization? How, specifically, will the board use what I can bring? Perhaps your customer network includes dozens of influential community leaders. Consider first what you bring to the table, and then, whether you are willing to give that to the organization. Look, too, for vehicles for your skills: if you can't see a specific vehicle (work on an event, help market a service, work with the Treasurer), your desire to contribute may well go unfulfilled. Ask yourself:

What are your practical requirements? Do you want your board near home? Near work? How much time am I willing to put in? Do I believe in this organization enough to introduce my customers to it? Would I feel comfortable having my name on their letterhead or on their brochure? The right time to ask these questions is before, not after, you have joined the board.

WHAT DO I WANT TO GET OUT OF BEING ON THIS BOARD?

An all-too-common experience for board members at the ends of their terms is a feeling that they didn't, after all, really get deeply involved and don't, as a result, feel that they either contributed as much or got as much as they had hoped when they first joined. Board members who plan and ask for what they want in the board will contribute more as well as gain more. For example, if you don't have a finance background but wish you knew more about finance, consider asking to be appointed to the Finance Committee. If there's a community leader on the Program Committee who you would love to get to know, ask to be on the Program Committee, and put in the time to be sure you get to know all the members well. If one of your reasons for joining the board was to meet new people, volunteer to help put on the annual luncheon or staff the table at a street fair.



APPLICATION FORM – MEDICAL ADVISORY COMMITTEE

If you would like to serve on The M.O.R.G.A.N. Project’s Medical Advisory Committee (MAC), please complete the application below, **attach a brief bio** (for publication on our website) and any supporting documents. Return your application package to Kristen Malfara, Chair – Nominating Committee at the address on the bottom of this form.

The M.O.R.G.A.N. Project’s Nominating Committee will review all applications and forward the names of eligible candidates to the full board for their consideration.

Name: _____

Address or PO Box: _____

City/State/Zip: _____

Home Phone: _____

Business Phone: _____

Email: _____

Occupation: _____

Please answer all of the following questions. You may attach additional pages if you need more room to answer.

1. What qualifications will you bring to the MAC?

2. What is your interest and motivation for serving as a MAC member?

3. Please explain your knowledge of the issues affecting persons with disabilities.

4. Describe your professional background, education and/or experience in the medical field, as it applies to the treatment of children with disabilities.

5. Discuss your experience and knowledge working with specific disability and/or children related communities or organizations, including service on boards or advisory committees.

6. Describe your experience advocating for people with disabilities, or others.

7. Are you a member of other disability or support organizations? If so, please identify those groups below.

8. Please take a moment to explain what your vision is as to how you can serve most effectively on this committee, and any other things that you might like to do to contribute to The M.O.R.G.A.N. Project above and beyond serving on our MAC.

9. Please list any contacts that you think would be interested in applying for a position on the MAC or in any other capacity with The M.O.R.G.A.N. Project.

When you have completed the application, please:

- Attach any additional pages;
- Attach your brief bio;
- Attach references or endorsements from disability organizations that support your candidacy.

Return this form and attachments to:

The M.O.R.G.A.N. Project, Inc.
3830 S. Highway A-1-A
Suite C4, #153
Melbourne Beach, Fl. 32951