



# GLOBAL ALLERGY & AIRWAYS

## P A T I E N T P L A T F O R M

### Global Allergy and Airways Patient Platform

#### Board Director Position Description

The role of GAAPP's board of directors is to help advance the development of the organization and the GAAPP movement. The board provides strategic direction and oversight as GAAPP works to improve the lives of those affected by respiratory disorders around the world through research, advocacy and support. The board plays a key role in building a stronger voice for patients through initiatives such as GAAPP's annual conference for patient leaders, awareness projects, as well as chairing or participating in global meetings and working groups.

Directors are elected by members for a three-year term and may serve up to a maximum of three consecutive terms (assuming they are re-elected following the conclusion of each term).

Directors are nominated by GAAPP member organizations and these form the majority of directors with no more than two directors from any world region.

In future, independent directors may also be appointed to bring specific skills to the board in areas like governance, strategic planning, financial services, risk management, fundraising, government relations etc. When appropriate, the Board will call for nominations for such independent directors. Independent directors may come from any world region. An independent director must not be a member of any GAAPP member body.

#### Desired Skills and Background

GAAPP is committed to representing respiratory patients worldwide by promoting diversity on our board. We do this by allowing no more than two directors from any world region. Represent one of our full member organizations that supports respiratory patients.

- Or, is an independent director who brings relevant experience e.g. governance, strategic planning, financial services, risk management, fundraising, government relations etc.
- Demonstrate a passion for representing respiratory patients and/or respiratory patient groups.
- Understand the board's role of overseeing the work of the GAAPP management team, setting the strategic plan and monitoring the risk management plan and finances.
- Have previous experience sitting on, or working with, a board, including a solid understanding of board governance.
- Have a good understanding of GAAPP and its mission.

Relevant experience could include:

- Management or board experience, especially of a patient organization

*Global Allergy and Airways Patient Platform, Altgasse 8-10, A-1130 Vienna, Austria*

*Phone: +43 675 7534200, E-Mail: [info@gaapp.org](mailto:info@gaapp.org)*

*GAAPP is a registered Association under Austrian law*



# GLOBAL ALLERGY & AIRWAYS

## P A T I E N T P L A T F O R M

- Advocacy for patients or patient organizations
- Policy formulation
- Project implementation
- Stakeholder relationships
- Risk management
- Financial management
- Communications and marketing
- Capacity building

### **What is in it for you and your patient organization or you as an independent director?**

- You will gain expertise as a board director in a global organization
- You will develop new skills and experience, as well as insights into global issues that can affect the respiratory patients nationally
- You will participate in and contribute to international events and meetings
- You and your organization will make connections with patient leaders and other respiratory stakeholders in other countries
- You will help raise the profile and reputation of your organization.
- As an independent director you will have the opportunity to contribute to the important work of GAAPP and demonstrate and increase your skills as a director.

### **Director Requirements**

All directors should adhere to these general duties and responsibilities:

- Understand and demonstrate a commitment to the GAAPP mission and programs.
- Keep up to date with issues and trends that affect GAAPP.
- Attend board meetings via web conferencing and occasional face to face meetings.
- Prepare for meetings by reading agendas, minutes, reports and other required meeting documentation and by participating actively in meetings and committee work.
- Make inquiries when clarification or more information is needed.
- Avoid / declare any potential conflicts of interest.
- Understand and maintain confidentiality of board meetings and issues.
- Ensure GAAPP is complying with all legal and regulatory requirements.
- Governance commitment – knowledge and experience (or a commitment to develop this) in best-practice corporate governance structures, policies and processes, particularly in the not for-profit/charity context.
- Understand a director's responsibilities (including risk and compliance oversight) – not only the role's individual legal duties and responsibilities but also the legal, ethical, fiduciary and financial responsibilities of the Board.
- Strategic thinking – the ability to develop and review strategy through constructive questioning and suggestion and contribute to the effective decision-making of the board.

*Global Allergy and Airways Patient Platform, Altgasse 8-10, A-1130 Vienna, Austria*

*Phone: +43 675 7534200, E-Mail: [info@gaapp.org](mailto:info@gaapp.org)*

*GAAPP is a registered Association under Austrian law*



# GLOBAL ALLERGY & AIRWAYS

## P A T I E N T P L A T F O R M

- Financial literacy – the ability to read and comprehend the organisation’s accounts, financial material presented to the board and financial reporting requirements.
- Understanding of and/or experience in charitable fundraising.
- A director should demonstrate integrity, ethical practice and prioritisation of the GAAPP’s interests. Ideally, the director will have a collaborative and inquiring nature, and be an active contributor with a genuine interest in the organisation and its business.
- Have good proficiency in English to participate fully in the work of the Board.
- This is a voluntary position. Remuneration for any expenses needs to be approved by the Board.