

**BOARD OF DIRECTORS**

**PROSPECTUS**

(for Board term of service July 1, 2018-June 30, 2020)

Dear Friend of The Arc,

On behalf of the Board of Directors I thank you for your interest in The Arc-Jefferson, Clear Creek & Gilpin Counties (The Arc).

This prospectus outlines current priorities for board candidates and the roles and responsibilities of board members. It also includes an overview of The Arc’s purpose and tenets, as expressed through our mission, core values and vision statements. After reading through this prospectus you should have a good understanding about what is involved in serving on The Arc’s Board.

We accept both self- nominations and third party nominations (nominating someone other than yourself) for Board member positions. If you know someone, personally or professionally, who has the personal characteristics that meet our requirements, we encourage you to nominate them.

Please look through this document with care. Though ours is a local chapter, this is an extraordinary opportunity for individuals passionate about The Arc’s mission, and excited about the opportunity to be part of the largest civil rights organization in the world. Board members come from all walks of life, and need not have a family member or friend with I/DD. The best Boards are diverse, with individuals who come from a variety of disciplines. Their personal and career accomplishments allow them to be excellent board members, able to attract other well-qualified, high performing Board members.

Again, thank you for your commitment to The Arc. We look forward to reviewing your nomination!

Sincerely,

Rob Smariga

Rob Smariga

Chair, Governance Committee



**THE ARC-JEFFERSON, CLEAR CREEK & GILPIN COUNTIES**

Statement of Board Nominating Priorities

Annually, the Board of Directors reviews the current composition of the board, considers future needs and sets priorities for the current nominating cycle. While other individuals may be considered for nomination, outreach will be conducted to identify candidates and preference will be given in this cycle to candidates that fit the following Nominating Priorities.

**Priority Factors:**

After reviewing The Arc’s Strategic Plan and current Board composition, we are particularly interested in adding the following to our Board

* Young adult representation between the ages of 18-35, especially siblings of individuals with I/DD
* Health Care knowledge and experience
* Experience working in government/public sector
* Relationships with local media organizations or public relations experience
* Relationships with philanthropic organizations/individuals

Though the Board has expressed these priorities, **all interested individuals who have a passion for The Arc’s mission are encouraged to submit a nomination form. Minorities are encouraged to apply.**

*The Arc is a tremendously valuable organization with great leadership and a dedicated staff that are incredibly passionate about the cause we serve.  My experience as a board member has been very rewarding — from seeing the impact we’re having in the community, to working closely with others on the board who share the same vision for a world that fully includes people with disabilities.*

*— Jim Bartlett, Board Member*

Relevant Bylaws Relating to Board Qualifications

Qualifications

In order to qualify to be a member of the Board, a candidate must be a member of this organization in good standing. No less than sixty percent (60%) of the Board members must reside in Jefferson, Clear Creek, or Gilpin Counties or have a family member who is eligible to receive services in those counties (“residency requirement”). Up to twenty percent (20%) of the Board may work in Jefferson, Clear Creek or Gilpin Counties but not reside within those boundaries (“work requirement”). Up to twenty percent (20%) of the Board may be exempt from either the residency requirement or work requirement. Only one person per external organization may serve on the Board at a time.

Election Procedures

Article VIII, Section 4 of the Bylaws describe the election procedures as follows:

The election of Directors shall take place during the General Membership (Annual) meeting. Candidates are nominated by the Governance Committee, after performing a due diligence review process of all potential candidates; the slate of candidates is delivered electronically and/or via first class mail to all Arc members.

Terms

Article VIII, Section 3 of the Bylaws states that the Board term shall commence on the first day of the Fiscal Year following the Annual Membership Meeting, or immediately, if filling a vacancy.

Article VIII, Section 3 of the Bylaws states that the term of office for Directors of the Board shall be two (2) years, or until installation of their successor. Terms can be renewed for a consecutive total of eight (8) years.

**About Serving on The Arc’s Board of Directors**

The Governance Committee is seeking candidates that believe in and will actively support the mission, core values and vision of The Arc. The Board of Directors of The Arc has also adopted two statements defining the roles of responsibilities of the Board, as a whole, and of individual Board members. This information is provided below, to assist individuals in understanding what is involved in Board service.

# The Arc’s Mission Statement

The Arc promotes and protects the human rights of people with intellectual and developmental disabilities and actively supports their full inclusion and participation in the community throughout their lifetimes.

**The Arc’s Vision Statement**

People with intellectual and developmental disabilities will live the lives they choose as valued and respected members of the community.

# The Arc’s Core Values

#### The Arc shares a commitment to core values which influence and inform our work

#### People First

The Arc believes that all people with intellectual and developmental disabilities are defined by their own strengths, abilities and inherent value, not by their disability.

#### Equity

The Arc believes that people with intellectual and developmental disabilities are entitled to the respect, dignity, equality, safety, and security accorded to other members of society, and are equal before the law.

#### Community

The Arc believes that people with intellectual and developmental disabilities belong in the community and have fundamental moral, civil and constitutional rights to be fully included and actively participate in all aspects of society.

#### Self-determination

The Arc believes in self-determination and self-advocacy.  People with intellectual and developmental disabilities, with appropriate resources and supports, can make decisions about their own lives and must be heard on issues that affect their well-being.

#### Diversity

The Arc believes that society in general and The Arc in particular benefit from the contributions of people with diverse personal characteristics (including but not limited to race, ethnicity, religion, age, geographic location, sexual orientation, gender and type of disability).

### The Arc’s Guiding Principles

*The Arc operates under these guiding principles*

#### Participatory Democracy

The Arc acts to ensure that people with intellectual and developmental disabilities, their parents, siblings, family members and other concerned members of the public have meaningful opportunities to inform and guide the direction of the organization’s advocacy, including determining policy and positions on important issues.  The Arc strives for diversity in its leadership, as well as in all facets of the work of the organization.

#### Visionary Leadership

The Arc leads by articulating a positive vision for the future of people with intellectual and developmental disabilities and catalyzes public and private support in realization of that vision through carefully planned and well-executed goals, strategies and actions.

#### Public Interest

The Arc represents the public interest, supporting and acting with and on behalf of all people with intellectual and developmental disabilities and their families regardless of the type of disability or membership in The Arc.

#### Collaboration

The Arc works with individuals, organizations and coalitions in a collaborative fashion. The Arc values and promotes effective partnerships between volunteer and staff leadership at all levels of the organization.

#### Transparency, Integrity and Excellence

The Arc conducts its business with integrity, accountability, and open, honest and timely communication. The Arc is committed to quality and excellence in all its does.

# Vision for The Arc

The Arc actively involves people with I/DD, their parents, siblings and other family members, caregivers, colleagues, neighbors and friends as leaders and activists in a movement dedicated to the inclusion of people with I/DD in all aspects of society. The Arc assures that the human rights of people with I/DD are attained, and that sufficient resources are available to meet their needs.

The Arc welcomes people of all races, ethnicities and socio-economic status, and provides both a sense of purpose and of belonging, The Arc is the resource of first choice for people with I/DD and their families regardless of the diagnosis and at all stages of life.

Our chapter of The Arc is active, vibrant, well known and respected throughout Jefferson, Clear Creek & Gilpin Counties, and is part of a network of more than 650 chapters throughout the United States. The Arc is regularly sought out by elected and appointed government officials, as well as by the media, business, academia and other nonprofits as the authoritative source of information and advice about the needs, issues and concerns of people with I/DD. The Arc is an effective, responsive and sustainable organization that is constantly evolving to meet the changing needs, desires and circumstances of people with I/DD and their families.

**The Arc’s Vision for all People with Intellectual and Developmental Disabilities**

All people with intellectual and developmental disabilities are included and participate as full members of the community. Infants, children and youth with I/DD experience the security of family, while living and learning with their peers. Adults with I/DD lead lives of their own choosing, fully integrated in the community, have the opportunity to engage in productive work for fair wages, participate in civic and community affairs, have good health and enjoy meaningful relationships.

People with I/DD have access to the full range of home and community based supports and services necessary to control their own lives; their families have access to needed family supports. Families enjoy the freedom and peace of mind that comes from knowing that their loved ones have the supports they need to live a full and satisfying life.

Valued and accepted, people with I/DD enjoy the respect, dignity, equality, safety and security accorded to other members of society. As self-advocates, they have a powerful and united voice on the issues that affect their lives and well-being, and enjoy the broad support of family members, friends, colleagues and community members. People with I/DD and their families fully embrace The Arc as their preferred partner for advocacy.

*I gain great meaning and reward in my life through my Board service for The Arc. Through this work, I’m giving my time to help individuals who are often forgotten in our community to live fuller and more meaningful lives.*

*--Rob Smariga, Board Member*

**Roles and Responsibilities of the Board of Directors**

The Bylaws of The Arc specify the powers and duties of the Board of Directors to govern the organization. The Board will support the work of The Arc and provide mission-based leadership and strategic governance. While day-to-day operations are led by The Arc’s Executive Director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. You can expect to spend 6-10 hours per month on Board related activities. Specific Board member responsibilities include:

Leadership, Governance and Oversight

* Establishes, reviews and upholds The Arc mission, vision, core values and guiding principles
* Establishes and reviews Board policies, and ensures that they are adequate and appropriate
* Ensures that The Arc’s organizational and legal structure is adequate and appropriate
* Participates in and contributes to the strategic planning process
* Approves the annual budget, audit reports, and the impact of major financial business decisions
* Ensures the financial accountability of The Arc
* Attends and participates in the monthly Board meetings
* Stays informed about the business and affairs of The Arc, and exercises independent judgement to promote the best interests of The Arc, rather than promotion of any actual or potentially conflicting personal, professional or business interests
* Abides by The Arc’s Conflict of Interest policy, including completing and signing an annual Conflict of Interest Disclosure statement
* Hires the ED and contributes to the ED annual review process
* Identifies and recruits new Board members, ensuring a diverse Board representative of the communities The Arc serves
* Serves on at least one committee or task force, and takes on special assignments as requested
* Actively participates in the Board buddy program
* Executes assignments in support of the strategic plan
* Ensures that the ED has complete and current policies in place for management of staff
* Attend the annual Board orientation
* Participates in the Board self-assessment process annually

Community Relations

* Represents The Arc to all stakeholders, acts as an ambassador for the organization
* Actively engages with stakeholders, government and other organizations to help spread The Arc’s Mission, Vision and Values by attending at least one public event annually
* Responds to all eAlerts issued by The Arc

Fundraising

* Makes a personal financial contribution annually at a level that is meaningful to each individual Board member
* Supports the fundraising efforts of the organization
* Participates in soliciting contributions as requested
* Participates in thanking The Arc donors as requested
* Supports the Summit of Hope Community Awareness Luncheon by serving as a Table Captain each year

Consistent with the above, The Arc-Jefferson, Clear Creek & Gilpin Counties is committed to upholding the highest standards of governance of nonprofit organizations as set forth in the *Standards for Excellence: An Ethics and Accountability Code for the Nonprofit Sector.*

*Approved by the Board of Directors 8/17/16*