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**The Arc – Jefferson, Clear Creek & Gilpin Counties**

**Board Service Interest Form**

**Board Term of Service: July 1, 2018-June 30, 2020**

Interested persons are encouraged to submit this Interest Form for consideration to serve on the Board of Directors of The Arc – Jefferson, Clear Creek & Gilpin Counties (The Arc) for a two-year term. Completed **forms should be submitted no later than January 31, 2018**. Persons selected to be presented to The Arc membership as Board candidates will be notified by mid-March. Voting is conducted at the Annual Meeting in April.

Please also review the attached **BOARD MEMBER AGREEMENT**, which you will be expected to sign if elected to The Arc’s board.

Visit our website at **www.arcjc.org** for more information on our organization. For questions regarding Board service, please contact Helen Pietranczyk, Board President, at (720) 979-1447 or Lori Ropa, Executive Director at (303) 232-1338 or lori@arcjc.org.

**Name**

**Title/Organization (if applicable)**

**Address**

**City County Zip**

**Phone Email**

The Arc’s Bylaws require that at least one third of the Board of Directors shall be persons with intellectual and developmental disabilities (I/DD), relatives or legal guardians of persons with I/DD. Please check any box that applies to you.

🗆 I am a person with I/DD 🗆 I am a parent of a person with I/DD

🗆 I am a sibling of a person with I/DD 🗆 I am a relative of a person with I/DD

(not a parent or sibling)

🗆 I am a Legal Guardian

Please provide information regarding any paid or voluntary leadership or committee experience *(boxes will expand as you type)*:

**Details**

|  |  |
| --- | --- |
| Business Community |  |
| Charitable/Nonprofit Organization |  |
| College/University |  |
| Community Organization |  |
| Fraternal Organization/Service Club |  |
| Political Organization |  |
| Professional/Trade Association |  |
| Religious Organization |  |
| Other |  |

**Work History/Expertise**

Note in which areas you have experience and/or interest. Feel free to also attach your resume/CV *(boxes will expand as you type)*.

**Experience Interest Comments**

|  |  |  |  |
| --- | --- | --- | --- |
| General business/management |  |  |  |
| Communications |  |  |  |
| Financial management |  |  |  |
| Fundraising |  |  |  |
| Government/public policy |  |  |  |
| Healthcare/medical |  |  |  |
| Human resources |  |  |  |
| Law/legal |  |  |  |
| Marketing/public relations |  |  |  |
| Media |  |  |  |
| Public Education System |  |  |  |
| Real estate |  |  |  |
| Technology |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |

*Please note here any potential conflicts of interest with The Arc that may arise due to employment, interests or other activities of you and/or your immediate family. A conflict of interest could be any situation or activity in which a person has a professional or personal interest sufficient that it could appear to influence the objective exercise of his or her official duties as an Arc board member.*  ***If appropriately disclosed and managed, conflicts of interest do not disqualify candidates from serving on The Arc Board of Directors.*** *Questions on Conflict of Interest can be addressed to the Board President or Executive Director.*

I am interested in serving on The Arc’s Board because:

***All information will be held in strictest confidence.***

Please complete this form and **return it by 1/31/18** to:

Lori Ropa, Executive Director

The Arc – Jefferson, Clear Creek & Gilpin Counties

13949 West Colfax Avenue

Denver West Building 1, Suite 150

Lakewood, CO 80401

Phone: (303) 232-1338 • Fax: (303) 232-9370

**info@arcjc.org**

***As a candidate for the Board of Directors for The Arc, it is important for you to have a clear understanding of the expectations of all Board members. To that end, the following information has been excerpted from the Board Member Agreement, which all new Board Members sign at their first meeting.***

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

**BOARD MEMBER AGREEMENT**

As a member of the Board of Directors of The Arc – Jefferson, Clear Creek & Gilpin Counties (The Arc), I understand that I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

**As part of my responsibilities as a Board member, I agree to:**

1. Adhere to and articulate the mission and purpose of The Arc, support the organization’s work and values and act as a spokesperson in the community by advocating for the organization.
2. Prepare for, attend and participate in meetings, committee meetings and special events. If unable to attend, I will notify the Board president or executive director of any anticipated absence. I will review the minutes and/or outcomes of missed meetings and events.
3. Serve actively on at least one committee.
4. Make a personal financial contribution annually at a level that is meaningful to me.
5. Attend and actively participate in the annual Summit of Hope fundraiser and other fundraising activities. I will make a good faith agreement to do all that I can to help establish a fundraising culture for the organization.
6. Act in the best interest of the organization, complete a conflict of interest statement annually and excuse myself from discussions and votes where I have conflicts.
7. Read and follow policies and bylaws, stay informed about what's going on in the organization, ask questions, request information and take responsibility for making decisions on issues, policies and other Board matters.
8. Speak for and act only with the full board or when authorized to do so by the full board.
9. Contact the Board president if I believe that my personal skills, talents and expertise are not being fully utilized in my governance role.
10. Discuss my responsibilities with the Board president if I fail to fulfill these agreements.

**In turn, the organization will be responsible to me in the following ways:**

1. I will be provided, as a new board member, a comprehensive orientation to the board and the organization and be assigned a board mentor to support my growth and development as a competent board member.
2. I will receive in advance notice of board and committee meetings, meeting agendas and relevant documents such as financial statements. I will be offered the opportunity to place items on meeting agendas as appropriate.
3. I will be provided the opportunity to examine the organization's books, records, meeting minutes, financial reports and contracts as needed.
4. The organization will help me perform my duties by keeping me informed about issues in the field in which we are working and by providing opportunities for professional development as a board member.
5. Board members and the executive director will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and moral responsibilities to the organization.
6. If the organization fails to fulfill these agreements with me, I may call on the Board president and executive director to discuss the organization's responsibilities to me.