

**BOARD OF DIRECTORS**

**PROSPECTUS**

(for Board term of service July 1, 2021-June 30, 2023)

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 meets 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,

*Caryn* *Quinkert*

Caryn Quinkert

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:

Individuals with the knowledge in, connections to, or experience with:

* Health care (medical professionals particularly encouraged to apply)
* Public relations, especially local media organizations
* Fundraising with either organizations or individuals
* Nonprofit governance

***Individuals who can bring the perspectives of minority groups are especially encouraged to apply.***

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.**

My experience with the Arc of Jefferson, Clear Creek and Gilpin Counties - from volunteering at special events through two years of Board service - has given me a unique perspective into the lives of people with intellectual and developmental disabilities. The professional way this organization has been run by the leadership, the staff and the advocates shows a passionate dedication to achieve full inclusion for all people with IDD. I am honored to be a part of it.

*-- Scott Feavel, Current Board Member*

 **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.

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.

*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, Former Board Member*

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

 The Board will support the work of The Arc and provide mission-based leadership and strategic governance. You can expect to spend 7-10 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

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

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

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.*

Application Timeline:

* Board Interest Forms due by January 31, 2021
* Candidate interviews completed by February 17, 2021
* Approval of candidate slate - March 17, 2021
* Election of Candidates - Annual Meeting (TBD)

**Terms**

The Board term shall commence on the first day of the Fiscal Year following the Annual Membership Meeting, or immediately, if filling a vacancy.

The term of office for Directors of the Board shall be two (2) years, or until installation of their successor.