



# **BOARD OF DIRECTORS PROSPECTUS**

(for Board term of service January 1 2024- December 2026)

Dear Friend of The Arc,

On behalf of the Board of Directors I thank you for your interest in The Arc of Adams County (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 a part of a civil rights organization. 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,

Lynnelle Zackroff  
Vice President, Board of Directors



## The Arc of Adams County

### 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:

- Bilingual (Spanish Speaking) parent, guardian, community member with experience working with people with Intellectual Developmental Disability (IDD)
- Individual who lives in the eastern part of Adams County and has experience working with people with IDD
- Parent of younger school age child
- Person with IDD

***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.**

*"After many years of being a board member for Arc Adams Co I continue to be impressed by the advocacy and support that the staff offers to people with intellectual developmental disabilities and their families. The organization's mission to promote full inclusion and protect the rights of individuals with IDD is carried out daily. I am proud to be part of such an outstanding agency."*

*-Lynnelle Zackroff, Board Vice President*

## **About Serving on The Arc's Board of Directors**

The Arc of Adams County is seeking candidates that believe in and will actively support the mission, and vision of The Arc of Adams County. This information is provided below, to assist individuals in understanding what is involved in Board service.

### **The Arc of Adams County's Mission Statement**

*Since 1962 the mission of The Arc of Adams County is to protect, preserve and promote the human and civil rights of people with intellectual and developmental disabilities and actively support their full inclusion and participation in the community throughout their lifetimes.*

### **The Arc of Adams County's Vision Statement**

*A world where all people with disabilities belong, have equal rights, make their own choices and live their best lives.*

**Along with the Mission and Vision of the Arc of Adams County, we adhere to the Core Values of the Arc of the United States ([www.thearc.org](http://www.thearc.org))**

#### **Our Core Values**

##### **Human Dignity**

People with IDD have human dignity. The lives of people with IDD have value.

##### **Personhood**

People with IDD have varying strengths, abilities, and interests. Each person is unique.

##### **Choice**

People with IDD can make decisions about their lives. People with IDD should be supported to do so as requested or needed.

##### **Rights**

People with IDD have human and civil rights, which must be protected.

##### **Community**

People with IDD are part of and contribute to the fabric of society. Everyone benefits when people with IDD are present and participate.

##### **Support**

People with IDD have differing support needs. Society must support people with IDD to achieve their full potential. Society should also help families who provide support for loved ones with IDD.

**Equity**

Society must remove barriers and correct injustices that limit opportunities for people with IDD. Extra action is needed to help people with IDD and their families, who face other forms of bias or discrimination.

**Diversity**

Human diversity is beautiful and powerful. We celebrate, honor, and seek to understand the differences in our identities and life experiences.

## Roles and Responsibilities of the Board of Directors

The Board will support the work of The Arc of Adams County and provide mission-based leadership and strategic governance. You can expect to spend 5-7 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 in accordance with the Strategic Plan.
- 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

### Conflict Free Representation

- Represents The Arc of Adams County in its mission without conflicting interests through other employment, independent contracts, volunteer work, or participation on other Boards and committees.

### Fundraising

- Considers 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 of Adams County 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*. [Nonprofit Evaluation of the Social Sector \(standardsforexcellence.org\)](http://standardsforexcellence.org)

### Application Timeline:

- Review of current applicants upon receipt of interest/application.
- Interview by Board member(s)
- Election/Appointments if need/position is open or at Annual Meeting in early Fall.

## 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 three (3) years, or until installation of their successor.