



**PROSPECTUS**

**2021-22 BOARD OF DIRECTORS**

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Seeking **Self-Advocates** and **Family Members** of  
people with intellectual and developmental disabilities

Dear Friend of The Arc,

The Arc Oregon is pleased to announce a call for nominations for the 2021-2022 Board of Directors. We are currently seeking candidates for Directors and Members at Large. This is an important time for The Arc Oregon the disability community and serving on the Board gives you a chance to help drive the decisions and shape the future of the organization.

Board service is a chance to grow personally and professionally, to develop skills, gain unique experience and make lasting connections with others who are passionate about our mission and vision.

Officers are members of the Executive Committee and are elected for a two (2) year term. Directors are elected for a three (3) year term. In addition to our Annual Business meeting, the Board meets bi-monthly on the third Friday of odd numbered months from 5:30 – 7:30 pm.

If you, or someone you know, is interested in the position, please complete and submit an online [Nomination Form](#). If you would like more information, please contact The Arc Oregon at 503-581-2726.

Now is your chance to help lead The Arc Oregon into the future by nominating yourself, a colleague, or a friend to serve on The Arc Oregon Board of Directors. Please submit your online nomination or application by March 10, 2021.

A member of the Board Development Committee will contact you to discuss your application or nomination. Those who are selected to serve on the Board will be elected to office at The Arc Oregon annual business meeting on May 8, 2021 and will take office on July 1, 2021.

Thank you for your support of The Arc.

Patie Taylor  
Chairperson  
Board Development Committee

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## ABOUT BOARD SERVICE

The Board Development Committee of The Arc Oregon is seeking candidates that believe in and will actively support the mission, vision and core values of The Arc Oregon.

The Board of Directors of The Arc Oregon has also adopted two statements defining the roles and responsibilities of the Board and of individual board members. Additionally, the Board has now developed job descriptions for Officer positions to provide more guidance on the specific duties of elected Officers.

The information is provided, below to assist individuals in understanding what is involved in board service.

## MISSION STATEMENT

The Arc Oregon, together with its network of members and affiliated chapters, advocates for the rights and full community participation of all children and adults with intellectual and developmental disabilities.

## VISION STATEMENT

The Arc Oregon envisions a world in which all persons have the support and opportunities they need for personal development and independence, interdependence with family and friends, and inclusion in the community.

## CORE VALUES

**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).

**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 it does.

## ROLES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The roles and responsibilities of The Arc Oregon Board of Directors include, but are not limited to, determining the Mission of The Arc Oregon, maintaining an executive director to preside over management of The Arc Oregon, working with the Executive Director to determine how The Arc Oregon carries out its mission through short and long term planning reviews, adopting an annual budget and providing fiscal oversight.

The Board of Directors of The Arc Oregon, acting as a whole and through appropriate committees, is responsible to:

1. Actively partner with executive leadership in long-range and strategic planning for the organization including:
  - Establishing a vision for The Arc Oregon and the impact of The Arc Oregon's work on behalf of people with intellectual and developmental disabilities.
  - Determining The Arc Oregon's mission and specific goals and strategies necessary to achieve the mission and vision.
2. Exercise programmatic oversight by regularly assessing the organization's progress toward achieving the Mission and Vision.
3. Exercise fiduciary oversight to assure that the resources of the organization are used in furtherance of its tax-exempt purpose, including:
  - Establishing an annual operating budget for the organization.
  - Arranging for the financial statements of the organization to be audited, annually, by an independent certified public accountant.
  - Regularly monitoring the financial performance of the organization in comparison to the operating budget.
  - Establishing necessary financial, human resources and development policies.
  - Assuring the organization's legal and regulatory compliance and transparency to the public.
4. Provide policy direction and guidance for the organization, as well as local chapters, through the approval of core values, position statements, legislative agendas and similar documents that are fundamental to the operation of the organization.
5. Raise financial and other resources necessary to operate the organization.
6. Provide for the executive management of The Arc Oregon by hiring, setting the compensation, supervising and regularly evaluating the Executive Director.
7. Manage its own affairs, including the education, training, evaluation and development of board members and the assessment of its own performance.

Consistent with the above, The Arc Oregon is committed to upholding the highest standards of governance of non-profit organizations as set forth in the Standards for Excellence: An Ethics and Accountability Code for the Non-profit Sector.

## INDIVIDUAL RESPONSIBILITIES OF BOARD MEMBERS

Individuals serving on The Board of Directors of The Arc Oregon are responsible to:

1. Uphold the Mission, Vision, Core Values, and Position Statements of The Arc Oregon.
2. Attend and participate in meetings of the Board of Directors of The Arc Oregon. The failure to attend three consecutive board meetings without good cause or prior approval of the President shall be grounds for removal. Expenses related to attendance at board meetings are reimbursable dependent on budget availability.
3. Stay informed about the business and affairs of The Arc Oregon, including the nature and extent of its programs and services, and exercise independent judgment in furtherance of the best interests of The Arc Oregon, rather than in furtherance of any actual or potentially conflicting personal, professional or business interests (including interests of any local chapter the individual may be affiliated with).
4. Actively participate on a board committee, task force or work group or in individually tailored activities of importance to The Arc Oregon.
5. Abide by The Arc Oregon's Conflict of Interest Policy, including completing and signing an annual Conflict of Interest Disclosure statement.
6. Annually, provide a personal charitable contribution to The Arc Oregon in an amount that is personally significant.
7. Participate in The Arc's fundraising efforts by:
  - For board members that are employed by businesses or corporations that engage in charitable giving, assist in obtaining a corporate or corporate foundation contribution or other support from the board members employer;
  - For all board members, identifying any personal or professional contacts the board member may have with individuals, foundations or corporations that may be prospects to support The Arc Oregon and, in consultation and coordination with The Arc Oregon's Executive Director, assist in cultivating relationships with those individuals.
  - Volunteer and/or participate in additional fundraising events sponsored by The Arc Oregon.
8. Participate in recruiting and retaining local chapters, associated organizations, business and government members and individual members.
9. Serve as an advocate and ambassador for The Arc and for the interests of people with intellectual and developmental disabilities and their families.
10. Provide counsel and advice, upon request of management, in areas of the board member's expertise.
11. Direct requests from media, government officials, or others seeking formal comment from The Arc Oregon to the designated spokesperson(s).
12. Annually attend and participate in The Arc's Annual Meeting and other events sponsored by The Arc Oregon.

## OFFICER POSITION DESCRIPTIONS

### PRESIDENT

Generally, presides at board meetings, works closely with the Executive Director to communicate the decisions and direction of the board, appoints committee chairs and members, serves as a spokesperson for the organization, and coordinates the work of the board.

### VICE PRESIDENT

Serves as a back-up to the President and is permitted the authority to act in place of the President when the President is not available.

### TREASURER

Chairs the finance committee that reviews and presents the organization's budget to the board, assures the board receives regular financial statements/reports, and provides oversight of the annual audit process.

### SECRETARY

Supports the organization in maintaining official organizational records (board roster, meeting minutes, copy of bylaws, etc.), recording board meeting minutes, and distributing meeting minutes and announcements to board members.

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## NOMINATION QUALIFICATIONS AND PROCESS

### COMPOSITION

Article 5, Section 5.1 of the Bylaws of The Arc Oregon specifies that The Board be composed of the officers, the Immediate Past President, six (6) Directors elected by the delegates at an annual meeting, and a representative of the Executive Directors' Council.

Article 5, Section 5.2 of the Bylaws of The Arc Oregon specify that the officers of this Corporation shall consist of a President, a Vice President, a Secretary and a Treasurer.

A minimum of 50% of the Board of Directors shall be persons from its constituency or family members. At the time of election, the nominee must be a member in good standing of a local member chapter or be a member-at-large of The Arc Oregon.

### TERMS OF OFFICE

Article 5, Section 5.4.1 of the Bylaws of The Arc Oregon states the **Officers** of this Corporation shall be elected to serve for a term of two (2) years. No person shall be elected to the same office after serving a two (2) year term.

Article 5, Section 5.4.2 of the Bylaws of The Arc Oregon states the term of office of the **Directors** shall be three (3) years. No Director may serve more than two (2) consecutive terms. Persons serving an initial term of less than three (3) years may serve for two (2) additional full three-year terms.

## TERM LIMITS

Article 5, Section 5.4.4 of the Bylaws of The Arc Oregon states, except as otherwise described in this section, no person shall serve more than four (4) consecutive terms on the Board or more than twelve (12) consecutive years. A person who leaves the Board due to term limits may return to the Board after three (3) years. A person may be nominated to serve more than four (4) consecutive terms and/or beyond the twelve (12) year limit only upon both the unanimous concurrence of the members of the Board Development Committee and concurrence of two-thirds of the members of the Board of Directors. The limitation in this section shall not apply to the Immediate Past President during service in that position.

## NOMINATING AND ELECTION PROCEDURES

Article 9, Section 9.1 of the Bylaws of The Arc Oregon states the Board Development Committee shall select a slate of one (1) or more eligible persons for each Officer and Director position and three (3) eligible persons to serve on the Board Development Committee. The Board Development Committee shall secure from each nominee a written statement to the effect that the nominee will serve if elected. It shall submit its slate of nominees to the Secretary at least 30 days prior to the Annual Meeting. The Secretary shall include this slate in the Call for the Annual Meeting.

## QUESTIONS

For questions about board service, contact Paula Boga, Executive Director at [pboga@thearcoregon.org](mailto:pboga@thearcoregon.org).

## APPLICATIONS

Please submit a nomination completing the online [Nomination Form](#). If you have questions about or need assistance completing the online application form, please do not hesitate to contact our office.

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***Your participation is most appreciated!***