

March 1, 2019

Dear Prospective Board Member,

Thank you for your interest in serving as a member of The Arc Montgomery County's Board of Directors. Attached you will find our current application. If you have questions concerning the application, please contact us at governancecommittee@arcmontmd.org.

Board members are expected to give their "time, talent and treasure." In other words, as leadership volunteers, we give our time to guide The Arc based on our talent—knowledge, skills and experience. Because the Board has responsibility for the financial health of The Arc, we must also share our treasure by making a personal financial commitment.

In addition to governance oversight, Board members serve an important role in spreading the word about The Arc's mission and achievements. Board members are voices and advocates for The Arc, connecting it to the broader community, providing a conduit for feedback to the organization, and supporting the mission and the staff. There are many ways in which Board members can participate in learning about The Arc and helping to accomplish our mission in Montgomery County.

Each individual Board member's contributions of time, talent and treasure will differ. That is one of the strengths of a diverse board. Some members chose to serve on committees aligned with their professional interests (e.g., an accountant who joins the finance committee). Others chose to serve on a committee that will be an opportunity for learning. The minimum time commitment for serving on The Arc Montgomery County Board is approximately two hours per week. Much of this time will be devoted to Board, committee and membership meetings.

All members of The Arc's Board are required to be members of the organization. Membership is conferred upon receiving a donation of at least \$50 during any twelve-month period. Beyond this, we ask that you include The Arc Montgomery County among your "top three" charitable gift recipients at a level that is personally meaningful while you serve on the Board of Directors.

We look forward to learning more about you and your interest in supporting people with developmental disabilities and their families.

Sincerely,

Stephanie Katz

Stephanie Katz, President
The Arc Montgomery County Board of Directors

We identify, create and sustain inclusive communities that embrace and engage individuals and families affected by intellectual and developmental disabilities.

We support children, youth, adults, seniors and families by providing child care, community living services, work skills training, employment, resources, advocacy and respite care.

Administration

Communications & Outreach,
Finance, Healthcare Services, Human
Resources & Staff Development,
Information Technology, Quality
Assurance, Resource Development

11600 Nebel Street
Rockville, MD 20852
301.984.5777 x1200

Children & Youth Services *AfterAll*

4140 Wexford Drive
Kensington, MD 20895
301.984.5777 x3380

Children & Youth Services *KFICCC*

10611 Tenbrook Drive
Silver Spring, MD 20901
301.984.5777 x3313

Family & Community Services

11600 Nebel Street
Rockville, MD 20852
301.984.5777 x1262

Family & Community Services *Respite*

11600 Nebel Street
Rockville, MD 20852
301.984.5777 x1204

Residential Services

11600 Nebel Street
Rockville, MD 20852
301.984.5777 x1326

Vocational & Day Services

603 Southlawn Lane
Rockville, MD 20850
301.984.5777 x2210

Vocational & Day Services *Transitioning Youth Retail Project*

603 Southlawn Lane
Rockville, MD 20850
301.984.5777 x2212

Urban Thrift

10730 Connecticut Avenue
Kensington, MD 20895
301.933.5666

TheArcMontgomeryCounty.org

*Achieve with us.**

FY 2020 Board of Directors Application

Contact Information

Name: _____

Street Address: _____

City/State/Zip: _____

Telephone(s): _____

Email: _____

What is your current application status? All new candidates and returning candidates must complete an application annually.

_____ I am a current member of the Board of Directors.

_____ I am interested in joining the Board of Directors. My previous experience with The Arc Montgomery County or a similar agency includes: _____.

_____ I am a current member of a Board Committee. Specify committee: _____.

Are you a member of The Arc Montgomery County? If yes, for how long? _____

How would you describe yourself?

_____ I am a person with intellectual or developmental disabilities.

_____ I am a family member of a person with intellectual or developmental disabilities. Please state your relationship, *i.e.*, mother, brother, etc., and the age of your family member with I/DD.

_____ I am a professional in the field of developmental disabilities. Please state below your discipline, position, or other descriptive information.

_____ I have previous experience with The Arc Montgomery County or a similar agency. Please state your experience below.

_____ I am a concerned citizen and wish to contribute my time and talents. Please state below your relevant experience.

Please indicate your affiliation to and/or membership in other organizations.

Please share your professional background and expertise, such as Accounting, Attorney, Fundraising, Marketing, Medical, Financial, Self-Advocacy, etc.

Please indicate your top 5 priorities in the following list. Rate from 1-5 with 1 being most important.

- | | |
|------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Education/Special Education | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Early Intervention | <input type="checkbox"/> Health & Medical Care |
| <input type="checkbox"/> Children’s Issues | <input type="checkbox"/> Community Services/Waiting List |
| <input type="checkbox"/> Legal Advocacy | <input type="checkbox"/> Self-Advocacy |
| <input type="checkbox"/> Aging Issues | <input type="checkbox"/> Legislative Advocacy |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Employment | _____ |

Briefly describe what The Arc Montgomery County’s mission means to you and how you would contribute to the organization as a member of the Board of Directors.

As a Board of Directors member you are required to actively participate on at least one of the following committees. Please indicate which Committee(s) is/are of interest to you.

- Finance**—Provides oversight of the financial condition of the corporation; reviews financial documents
- Governance**—Cultivates prospective board members, develops new board members, develops agenda for annual Board retreat
- Information Technology**—Leverages technology to improve delivery of program services
- Public Policy**—coordinates efforts to advance and support legislation and other governmental actions
- Quality Assurance-Human Rights**—Ensures policies, procedures, programs and activities are consistent with the rights and dignity of people receiving support services

Please provide contact information for two references, one personal and one professional, who are not related to you and who have known you for longer than one year.

Reference Name	Telephone	Email	How do you know this person?

Please indicate where you became aware of the opportunity to serve on our Board of Directors.

- _____ The Arc Montgomery County’s Website
- _____ Montgomery Serves Website
- _____ Another Website (please specify _____)
- _____ Print Publication (please specify _____)
- _____ Electronic Publication (please specify _____)
- _____ Social Media Posting (please specify _____)
- _____ Other (please specify _____)

Please attach a short biography for the Governance Committee with any other information you would like to share about your experience and background, and/or attach a complete resume.

I have reviewed and agree to support the mission and core values of The Arc Montgomery County. I have reviewed the Board Member Responsibilities and agree to execute these if I am elected or appointed to the Board of Directors.

Signature _____

Date _____

Thank you very much for your interest in The Arc Montgomery County! Please mail your complete application to The Arc Montgomery County, Governance Committee, 11600 Nebel Street, Rockville, MD 20852, or submit by fax (301.770.2352) or email (GovernanceCommittee@arcmontmd.org).

All completed Board of Directors applications are reviewed by the Governance committee. Candidates are vetted and then interviewed by the Board President and Chief Executive Officer. If invited to join the Board, candidates complete additional paperwork, including a background investigation and confidentiality agreement.

Typically, nominees for the Board of Directors are included in a slate of nominations presented to The Arc’s membership in May, and then elected and installed at The Arc’s annual membership meeting in June. This applies only to applications received by April 15 of the same calendar year and which have been vetted and subsequently recommended by the Governance Committee.

Additional Board members may be appointed at any time during the year by the Board President. Presidential appointments follow the process outlined above, except for the election and installation.

All Board members complete an orientation to the agency within 90 days of beginning their Board service.

The Arc Montgomery County Board Member Responsibilities

The Board of Directors of The Arc Montgomery County is legally and ethically responsible for all activities of the agency. The Board counsels and advises, giving the benefit of its judgment, expertise and familiarity with the community The Arc serves. The Board delegates all authority and holds the Chief Executive Officer accountable for management of the agency and for all operational functions. Board members are ambassadors for The Arc in the community and reflect the diversity of skills, abilities, backgrounds and ethnicity in Montgomery County.

The Board will:

- Accept the Bylaws, core values, policies and position statements of The Arc Montgomery County and understand and be responsible for the overall health and well-being of the organization.
- Determine how The Arc carries out its mission by participating in the development and monitoring implementation of an effective strategic plan.
- Provide financial oversight, including approval of an annual budget, review of quarterly financial performance and review of annual independent audit.
- Ensure future strength of the Board by identifying, recruiting, orienting and developing Board members.
- Select, evaluate, set the compensation for and, if necessary, discharge the Chief Executive Officer.
- Monitor the implementation of agency policies, and review and approve new policies.
- Support the Chief Executive Officer in all appropriate decisions and actions consistent with the policies and standards of The Arc.
- Consult with the Chief Executive Officer on matters the Board as a whole is considering.

Individual Board Members will:

- Complete the Board of Directors onboarding process, to include a background investigation, submission of required forms, and a full-day Board orientation.
- Keep in good standing as a member of The Arc Montgomery County by making a personal donation of at least \$50 each fiscal year.
- Prepare for Board meetings by reviewing materials in advance and being prepared to conduct business.
- Attend Board meetings (2/3 in person), annual Board retreat, and annual membership meeting.
- Actively participate on a Board committee to help guide the agency's mission.
- Attend and support the agency's special events: Annual Gala (autumn), Children & Youth Services Fundraiser (spring), Community, Staff & Volunteer Awards (early summer).
- Provide financial support to The Arc at a level that is personally meaningful.
- Publicly support decisions made by the Board of Directors and position statements of The Arc.
- Identify potential conflicts of interest.
- Become familiar with The Arc's programs and operations, through orientation and interaction with employees, volunteers and people receiving support services.
- Understand and actively promote The Arc's mission and assist with membership development.
- Engage in resource development and fundraising, which may include but is not limited to, individual solicitations, sales of tickets and sponsorships for fundraising events, recruitment of sponsors and business partners, and identification and cultivation of relationships with potential members and donors.
- Participate in training with regard to all aspects of effective board leadership, including but not limited to modules on strategic planning, governance, development, and self-assessment.
- Assess Board performance annually.

Approximate Annual Time Commitment:

- Board meetings (6 x 2.5 hours)
- Board orientation (1 x 7 hours, one-time only)
- Board retreat (1 x 7 hours).
- Membership meeting (1 x 2 hours).
- Special events (3 x 3-4 hours)
- Board committee meetings (6-10 depending on committee x 1.5 hours).
- Board engagement opportunities (varies).

Important Policies:

- Period of service is **two years** (maximum 8-year commitment).
- Board members serve without pay.
- Board members who are absent without notice from two consecutive or any three regular Board meetings during a fiscal year may be removed from the Board.
- Board members who fail to meet other obligations may be removed from the Board.

The Arc Montgomery County Mission

The Arc Montgomery County connects people of all ages and abilities with their communities to build inclusive and fulfilling lives.

The Arc Montgomery Goals

The Arc Montgomery County Board of Directors, employees and volunteers will:

- Promote a culture of quality by providing excellent support services which allow a person to live the life he or she chooses;
- Create a culture of innovation by responding to changing needs with new and creative approaches;
- Become the employer of choice where employees feel valued and appreciate and believe they are contributing in a way that changes people's lives.

The Arc Montgomery County Core Values

From its inception, a major strength of The Arc movement has been the parents, family members and volunteers who govern the organization. In recent years, self-advocates have also assumed important roles. Parents, family members, self-advocates, community partners and other volunteers are the driving force of The Arc. From the grassroots advocacy of The Arc come the dreams and philosophy which influence its core values, its ability to shape public policy and the mutual support which parents and self-advocates provide for one another.

These core operating values, listed in alphabetical order, guide the way in which the Board, staff and volunteers of The Arc want the community to experience it as compassionate, responsive, effective and efficient organization.

Advocacy

Together with the people we support, we are at the forefront of creating diverse, barrier-free environments for all.

Inclusion

We foster meaningful interactions and relationships between the people we support and the community.

Innovation

We embrace new ideas and changes as ongoing and necessary for full inclusion of the people we support.

Choice

We respect each person's autonomy and right to make choices in all areas of life, allowing for calculated risks as part of personal growth.

Integrity

We carry out our work with the highest standards of personal behavior, professionalism, and respect for the people we support.