



**Administration**  
Communications & Outreach  
Engagement • Finance  
Human Resources & Staff Development  
Information Technology • Quality Assurance  
Respite Coordination  
7362 Calhoun Place  
Rockville, MD 20855

**Adult Services**  
Community Living  
Employment  
& Meaningful Day  
Personal Supports  
7362 Calhoun Place  
Rockville, MD 20855

**Children & Youth Services**  
After All  
4140 Wexford Drive  
Kensington, MD 20895  
  
**KFICCC**  
10611 Tenbrook Drive  
Silver Spring, MD 20901

July 1, 2025

Dear Prospective Board Member,

Thank you for your interest in serving as a member of The Arc Montgomery County's Board of Directors. Enclosed you will find our current application. If you have questions concerning the application, please contact us at [GovernanceCommittee@TheArcMoCo.org](mailto:GovernanceCommittee@TheArcMoCo.org).

Board members are expected to give their "time, talent and treasure." In other words, as a leadership volunteer, you give your time to guide The Arc based on your talent—your knowledge, skills and experience. We also ask that you support our mission by making a personal financial commitment, sharing your treasure. In addition, Board members serve an important role in spreading the word about The Arc's mission and achievements.

Board members can advocate for The Arc, connect The Arc to the broader community, provide a conduit for feedback to the organization, and support the mission and the employees. There are many ways in which Board members can learn about The Arc and help to accomplish our mission in Montgomery County!

Each individual Board member's contributions of time, talent and treasure will differ. 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 an application for membership accompanied by a \$50 membership donation. 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 serving on the Board of Directors.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Rittenberg', with a stylized flourish at the end.

Mark Rittenberg, President  
The Arc Montgomery County Board of Directors

# Board of Directors

Connecting People of All Ages and Abilities to Build Inclusive Lives



## APPLICATION TO THE BOARD OF DIRECTORS

### Contact Information

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone(s): \_\_\_\_\_

Email: \_\_\_\_\_

**What is your current status?** All new 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 organization 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 and developmental disabilities.

\_\_\_\_\_ I am a family member of a person with intellectual and developmental disabilities. Please state your relationship, *i.e.*, mother, brother, etc., and the age of your family member with IDD.

\_\_\_\_\_ 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 organization. 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.**

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

____ Education/Special Education	____ Transportation
____ Early Intervention	____ Health & Medical Care
____ Children's Issues	____ Community Services/Waiting List
____ Legal Advocacy	____ Self-Advocacy
____ Aging Issues	____ Legislative Advocacy
____ Housing	____ Other (specify):
____ 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.**

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**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.**

\_\_\_\_\_ *Ad Hoc Committee*

From time to time, ad hoc committees shall be established upon recommendation of the President to work on a special project to further the mission and purpose of The Arc Montgomery County.

\_\_\_\_\_ *Admissions, Discharges, and Review*

Members participate in an internal standing committee that includes employees of The Arc Montgomery County, community volunteers, and board members to review the records of people who are joining or leaving an adult services program. This committee makes recommendations for support and/or follow up. The committee meets virtually on a monthly basis during regular business hours.

\_\_\_\_\_ *Finance Committee*

Members assist the Board in fulfilling its responsibilities with respect to the financial condition of the Corporation, including but not limited to, reviewing and making recommendations on budget proposals, current financial statements, fiscal policies, audits, investments, and insurance coverages. In addition, the Finance Committee will ensure the Corporation's account systems are compliant with GAAP and GAAS.

\_\_\_\_\_ *Governance Committee*

Members assist the Board in fulfilling its responsibilities with respect to corporate governance, including but not limited to, identifying and presenting recommended nominees for the Board and Board Committees, developing and recommending corporate governance guidelines, and overseeing the evaluation of the Board and Board Committees.

\_\_\_\_\_ *Human Rights*

Members participate in an internal standing committee that includes employees of The Arc Montgomery County, community volunteers, and board members to review and approve behavior support plans as well as the use of medication and/or adaptive equipment that may restrict a person's mobility for safety reasons and medical procedures. The committee meets virtually on a monthly basis during regular business hours.

\_\_\_\_\_ *Incident Reports*

Members participate in an internal standing committee that includes employees of The Arc Montgomery County, community volunteers, and board members to review incidents which must be reported to the Developmental Disabilities Administration (DDA) and the Office of Health Care Quality (OHCQ). This committee meets virtually on a monthly basis during regular business hours.

\_\_\_\_\_ *Safety*

Members participate in an internal standing committee that includes employees of The Arc Montgomery County, community volunteers, and board members to review workers' compensation claims. This committee meets virtually on a quarterly basis during regular business hours.

**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, 7362 Calhoun Place, Rockville, MD 20855, or submit by fax (301.770.2352) or email ([GovernanceCommittee@TheArcMoCo.org](mailto:GovernanceCommittee@TheArcMoCo.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.

All Board members complete an orientation to the organization 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 responsible for overall governance of the activities and affairs of the corporation. The Board develops, reviews, and establishes policies and goals for the corporation relevant to its mission and purposes, and is charged with acting on all business and financial matters inherent to the operation of the corporation, except as may be delegated to officer or employees. 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 organization 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 \$50 membership donation at the beginning of 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 organization's mission.
- Attend and support the organization's special events.
- 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.

## **Mission**

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

## **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.

## **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.

