

*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

March 1, 2019

Dear Prospective Board Committee Member,

Thank you for your interest in joining a Board Committee at The Arc Montgomery County. Enclosed you will find our current application. If you have questions concerning the application, please contact us at [governancecommittee@arcmontmd.org](mailto:governancecommittee@arcmontmd.org).

Board committee 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 committee members serve an important role in spreading the word about The Arc’s mission and achievements. Board committee 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 staff. There are many ways in which Board committee members can learn about The Arc and help to accomplish our mission in Montgomery County!

Each individual Board committee 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 a Board committee is approximately three hours per month. Much of this time will be devoted to meetings.

All members of The Arc’s Board committees 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 serving on a Board committee.

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

## Application to a Board of Directors COMMITTEE

### 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 a Board Committee. Specify committee: \_\_\_\_\_.

\_\_\_\_\_ I am interested in joining a Board 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.

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

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

**Please indicate which Board Committees are of interest to you.**

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

Members assist the Board of Directors in fulfilling its fiduciary responsibility with oversight of the financial condition of The Arc Montgomery County. This committee reviews and makes recommendations on the annual budget proposals, monthly operating financials, fiscal policies, capital assets and projects, annual audits, investments, IRS Form 990, and various insurance coverage. The committee ensures that accounting systems are compliant with GAPP and GAAS.

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

Members pursue strategic actions that address key elements of overall Board of Directors development and operations, including identification, cultivation and recruitment of potential Board members; Board member orientation/continuing education; and development of the agenda for the annual Board retreat. This committee also solicits nominations for the Board and Board Committees and annually prepares a slate of officers and directions for presentation to the member for election.

\_\_\_\_\_ *Information Technology Committee*

Members promote the use of technology to increase efficiency of operations and to support staff and enhance service delivery. This committee makes recommendations concerning the acquisition, implementation, maintenance and upgrading of technologies to ensure a secure and robust infrastructure, and develops and updates strategic plans and goals for using information technology at The Arc Montgomery County.

\_\_\_\_\_ *Public Policy Committee*

Members coordinate and initiate efforts to advance and support legislation and other governmental actions that benefit people with intellectual and developmental disabilities and their families, and which advance their human and legal rights. This includes reviewing policies, regulations and laws, advocating for inclusive environments, and recommending positions and statement for The Arc Montgomery County.

\_\_\_\_\_ *Quality Assurance-Human Rights Committee*

Members ensure that all policies, procedures, programs and activities of The Arc are consistent with the rights and dignity of people supported. This includes promoting innovative, quality support services consistent with the individual program requirements and viewing complaints of human rights violations and actions taken to correct/remedy such violations.

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

**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.**

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**Please indicate where you became aware of the opportunity to serve on a Board Committee.**

- \_\_\_\_\_ 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 Committee Member Responsibilities and agree to execute these if I am elected or appointed to a Board Committee.***

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](mailto:GovernanceCommittee@arcmontmd.org)).

All completed 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 a Board Committee, candidates complete additional paperwork, including a background investigation and confidentiality agreement.

Board of Directors Committee members may be appointed at any time during the year by the Board President.

All Board Committee members complete volunteer orientation within 60 days of their appointment.

## **The Arc Montgomery County Board Committee Member Responsibilities**

Board of Directors Committees of The Arc Montgomery County act and function as extensions of the Board of Directors in such areas as planning, budgeting, policy making, etc. They relate their conclusions and recommendations to the Board of Directors for final decision, and relate their work to the membership as requested.

### **Board Committees will:**

- Accept the Bylaws, core values, policies and position statements of The Arc Montgomery County.
- Help to guide implementation of the agency's mission and support The Arc Montgomery County staff who carry out the agency's mission.
- Make recommendations with regard to agency policies and procedures.

### **Individual Board Members will:**

- Complete the Board of Directors Committee onboarding process, to include a background investigation, submission of required forms, and volunteer 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 committee meetings by reviewing materials in advance and being prepared to conduct business.
- Attend and actively participate in committee meetings to help guide the agency's mission.
- Be encouraged to 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.

### **Approximate Time Commitment:**

- Board Committee meetings (6-10 depending on committee x 1.5 hours).
- Special events (3 x 3-4 hours).

### **Important Policies:**

- Period of service is one year.
- Board Committee members serve without pay.
- Board Committee members who fail to meet other obligations may be discharged from the committee.

## **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.