

## **Responsibilities Of Board Members**

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*The following are in addition to the governance responsibilities of the Board as a whole for strategic planning, resource development, oversight, and accountability.*

- Must attend Board Training at beginning of term.
- Must maintain membership of The Arc of the Triangle.
- Attend board meetings as determined by board.
- Serve on a committee, attend committee meetings as necessary:  
Executive Committee (officers only)  
Program Committee  
Membership Committee/Board Nominating Committee  
Development Committee  
Finance Committee
- Make a financial contribution to The Arc of the Triangle.
- Help with fundraising/development. Assist with developing or leveraging your contacts with foundation, corporations, and individual donors and by being active in the resource development role of the Board.
- Represent The Arc of the Triangle whenever possible to your constituencies and in your community, and represent The Arc of the Triangle in more formal ways when requested.
- Look for opportunities to recruit new members for The Arc of the Triangle and to reinforce the value of participation for current members.
- Be an effective advocate in our community for persons with intellectual and developmental disabilities.
- Abide by The Arc of the Triangle's HIPAA Privacy Policies and all policies related to confidentiality.
- Identify publicly any legal conflicts of interest existing between the board member's affiliations and the decisions of the Board of Directors of The Arc of the Triangle, Inc..



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## **Board of Directors & Committees**

The Arc of the Triangle is governed by a volunteer Board of Directors which sets policy and determines the direction of the agency's work. The Board of Directors consists of parents, siblings, self-advocates, professionals in the field of developmental disabilities, and supportive members of the community-at-large. See by-laws for board requirements.

All board members must serve on a committee and attend committee meetings as necessary [see following list of committees]. The Arc's committees are comprised of Board members and volunteers from the general membership and from the community-at-large. The committees are as follows:

### **EXECUTIVE COMMITTEE**

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*Members: President, Vice President, Secretary, Treasurer, Past President, Executive Director (ex-officio)*

*Committee Charge:* The Executive Committee provides the general leadership and administrative support of The Arc of the Triangle Board of Directors.

- Supervision of and annual performance appraisal for Executive Director
- Agenda contribution and preparation for Board meetings
- Oversee all committee activity

### **FINANCE COMMITTEE**

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*Committee Charge:* Oversee the long-range financial health of the organization and recommend financial policies.

- monthly examining the detailed financial statements of The Arc and summarizing their findings in a report to the Board
- advising the Board and ED on prudent financial strategies
- overseeing long term investments
- monitoring the preparation of the formal/informal audits and its financial report to the members.

### **PROGRAM COMMITTEE**

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*Committee Charge:* Development and evaluation of the bylaws, code of ethics, and program policies/guidelines. In concert with the ED, the committee will develop and conduct on ongoing evaluation of the strategic plan of The Arc, which contains measurable metrics.

### **MEMBERSHIP/NOMINATING COMMITTEE**

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*Committee Charge:* To grow, develop, and retain a strong membership for The Arc of the Triangle. Annually prepare a slate of candidates for election of officers and directors and secure the consent of its nominees to serve if elected. Help identify persons for vacancies that occur for unexpired terms of officers and directors.

If the ED position becomes vacant, this Nominating Committee will oversee the formation of a Search Sub-Committee. This sub-committee shall then begin a search for replacement ED candidates.

### **DEVELOPMENT COMMITTEE**

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*Committee Charge:* To determine fund raising goals and efforts that would include, but not be limited to: community events such as gala, auction, bowl-a-thon, as well grant writing. Work with board to leverage connections for donations and sponsorships.

### **President**

1. Support the Mission of The Arc of the Triangle.
2. Provide leadership and direction for the Board of Directors and Executive Committee.
  - a. Lead the General Board and Executive Committee meetings.
  - b. Develop and communicate a vision for The Arc of The Triangle.
  - c. Head strategic planning/goal setting initiatives.
3. Serve as the primary liaison between the Board of Directors and the Executive Director.
  - a. Ensure open and regular communication with the Executive Director.
  - b. Provide ongoing and systematic assessment of the Executive Director's performance.
4. Work with the Executive Committee to develop and disseminate meeting agendas.
5. Appoint Committee chairs.
6. Represent The Arc of The Triangle at public or community agency meetings, State and National Arc meetings/conferences, and the membership at large.
7. Recruit potential members of The Arc of The Triangle.
8. Recruit potential Board members.
9. Provide transition training for replacement.

### **Past President**

1. Support the Mission of The Arc of The Triangle.
2. Serve as the primary historian for the Executive Committee.
3. Provide support to the President

### **Vice President**

1. Support the Mission of The Arc of The Triangle.
2. Provide support to the President
  - a. Assist to identify Committee and Task Force chairs.
  - b. Assist with representing The Arc of The Triangle at public or community agency meetings, State and National Arc meetings/conferences, and the membership at large.
3. Fulfill President responsibilities if necessary.
4. Recruit potential members of The Arc of The Triangle.
5. Recruit potential Board members.
6. Provide transition training for replacement.

### **Treasurer**

1. Support the Mission of The Arc of The Triangle.
2. Oversee the ethical financial management of The Arc of The Triangle. In conjunction with Executive Director, engage company to perform the annual financial audit.



3. In conjunction with the ED, prepare financial reports to be presented at Board of Director and Executive Committee meetings. Submit report to Secretary prior to meetings for inclusion with the agenda.
4. Work with Executive Director to research new financial and investment options.
5. Serve as secondary signature for agency checks.
6. Recruit potential members of The Arc of The Triangle.
7. Recruit potential Board members.
8. Provide transition training for replacement.

### **Secretary**

1. Support the Mission of The Arc of The Triangle.
2. Provide administrative support to the Board President
  - a. Assist with the development and dissemination of meeting agendas and materials prior to established meeting dates.
  - b. Work with Executive Director, President, Treasurer and Committee/Task Force chairs to collect and disseminate reports as part of meeting agendas.
3. Maintain minutes from Executive Committee and General Board meetings
  - a. Minutes from past meeting should be distributed to General Board members prior to the meeting with the agenda so that they can be reviewed by Board members and approved with any corrections.
  - b. Submit a copy of the approved minutes to The Arc of The Triangle office for records. Approved minutes should be submitted within 14 days of the meeting.
4. Recruit potential members of The Arc of The Triangle.
5. Recruit potential Board members.
6. Provide transition training for replacement