



Board of Directors Prospectus

2020

Achieve with us.

Greetings,

On behalf of The Arc US Board Development Committee I thank you for your interest and commitment to the board member selection process. This work is essential to the future success of The Arc. The Board Development Committee is responsible for

- establishing annual nominating priorities;
- conducting outreach to identify potential candidates to apply;
- screening and evaluating applicants;
- recommending a single slate of candidates for election.

As part of the outreach process the Board Development Committee has created this Prospectus about service on The Arc's Board. This prospectus outlines the nominating priorities that have been established for the 2020 nominating cycle and the roles and responsibilities of board members. It also includes an overview of The Arc's purpose and tenets, as expressed through our mission, core values and vision statements. We hope that review of this prospectus gives you a good understanding about what is involved in serving on The Arc's board and a good idea of whether you or someone you know might satisfy the 2020 nominating priorities.

During this nominating cycle the Board Development Committee will be accepting self- nominations and nominations of someone other than yourself for both officer and board member positions. If you know someone, personally or professionally, who has the personal characteristics and relationships in the areas identified in the 2020 nominating priorities, we encourage you to nominate them. Accepting both self-nominations and nominations of others will allow us to collect a large, diverse pool of candidates for board member positions.

Please take the time to review this document and let us know if you do have questions. The Board Development Committee will review applications on a rolling basis beginning January 1, 2020, so we encourage you to submit your nominations as soon as possible. Again, thank you for your commitment to The Arc.

Sincerely,

A handwritten signature in black ink that reads "Elise McMillan". The signature is written in a cursive, flowing style.

Elise McMillan
Chair, Board Development Committee



THE ARC OF THE UNITED STATES

Statement of Board Nominating Priorities for 2020

The Board Development Committee (“BDC”) takes into account a variety of factors in selecting candidates to be nominated to the Board of Directors of The Arc of the United States. Every two years, the BDC reviews the current composition of the board, considers future needs and sets priorities for the current nominating cycle. While other individuals may be considered for nomination, outreach will be conducted to identify candidates and preference will be given in 2020 to candidates that meet one or more of the Nominating Priorities. Board candidates that are not a good fit for the current nominating cycle are maintained on an interest list for possible future consideration.

Priority Factors

The Arc is committed to ensuring we are a diverse, culturally competent organization that can respond effectively to the changing needs of people with intellectual and developmental disabilities (I/DD) and their families across the country. The candidate will help to make The Arc’s Board more representative of the community the organization serves in **one or more** of the following ways:

- The candidate identifies as:
 - Black or African American
 - Hispanic or Latinx
 - Native American
- The candidate is under the age of 45 and is the parent or sibling of a child with an intellectual or developmental disability under the age of 18.
- The candidate is between the ages of:
 - 18-29 years old
 - 30-39 years old
- The candidate is under the age of 35 and identifies as a person with an intellectual disability.
- The candidate identifies as a member of a religious minority (e.g. Jewish, Muslim, other)
- The candidate resides in a rural community
- The candidate who has knowledge, skills, or expertise, as a professional, in one or more of the following subject areas:
 - Financial Management
 - Legal Advocacy/Litigation
 - Future Planning
 - Criminal Justice
 - Emergency Preparedness
 - Aging and Disability
 - Behavioral Health

- The candidate resides in:
 - Alabama
 - California
 - Florida
 - Indiana
 - Kansas
 - Louisiana
 - Maryland
 - New Jersey
 - North Carolina
 - Texas

- The candidate has the capacity to make a major gift (e.g. a donation of \$5,000 or more) to The Arc and/or has access to other people with similar ability.
- The candidate is a senior-level executive with a Fortune 1000 company or other significant business entity that has a disability employment initiative or an employee resource group or other programs to support employees with disabilities or employees who are caregivers for people with disabilities, and/or has access to such individuals.
- The candidate is a celebrity well-known among members of the general public, nationally, or has access to such individuals.
- The candidate has a large following on social media or a personal or professional relationship with a social media influencer.
- The candidate has a personal or professional relationship with a journalist, producer, director, or business executive of a national or regional media company.

Other Factors

In addition to the above priority considerations, the BDC also considers the following factors in selecting persons to be nominated for election to the Board of Directors. We seek to maintain gender balance, include members who live and work throughout the country, and compose the board with a majority of members who are parents, siblings or other family members of people with I/DD, or self-advocates.

Knowledge, Skills, & Expertise - The BDC continues to seek to identify potential board members who have knowledge, skills, or expertise, as a professional, in one or more of the following subject areas:

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| <ul style="list-style-type: none"> ▪ Public Policy Advocacy ▪ Individual Advocacy ▪ Corporate and/or Nonprofit Tax Law ▪ Disability Law ▪ Media/Community Relations ▪ Branding/Marketing ▪ Leadership ▪ Fundraising ▪ Investment Management ▪ Human Resources ▪ Nonprofit Governance | <ul style="list-style-type: none"> ▪ Information Technology, Online, Digital Strategy ▪ Clinical Care ▪ Early intervention Services ▪ Education for people with IDD ▪ Employment for people with IDD ▪ Housing for people with IDD ▪ Health Care for people with IDD ▪ Community Living for people with IDD ▪ Research relating to people with ID |
|---|--|

There are no particular priorities among these subject areas for the current nominating cycle, but successful candidates are likely to have expertise in at least one area.

National, State and Local Chapter Experience - The BDC seeks to assure that a substantial proportion of board members have leadership experience within state and/or local chapters of The Arc, as well as experience serving as a member of a committee or task force of the national organization. Currently, 14 of 24 board members have such experience.

Qualifications to be a Board Member

To serve on the Board, an individual must be an “member” of The Arc. A nominee who is not currently a member may [join by signing up here](#), or through a state or local chapter, prior to beginning their board service.

Election Process

The Arc’s Board Development Committee is responsible for preparing a single slate of nominees (e.g. one nominee per vacant position) which is presented for an up or down vote by chapters of The Arc. The vote will be held at the Business Meeting that is part of The Arc’s National Convention, October 25 - 28, 2020, in New Orleans, LA. An individual who applied to serve on the Board as a self-nominee, but was not selected, may run against the slate if supported to do so by both their applicable state and local chapter

Additional information about qualifications, the election process, and the overall composition of the Board of Directors may be found in the [Bylaws of The Arc of the United States which are available on this page of The Arc’s website under Organizing Documents](#).

Onboarding of New Board Members

The term for new board members begins immediately upon their election, however, the first regularly scheduled board meeting is in January 2021 (date to be determined). A half-day Board Orientation will be held the day before the Board meeting.

About Serving on The Arc's Board of Directors

The Board Development Committee is seeking candidates that believe in and will actively support the mission, core values and vision of The Arc. The Board of Directors of The Arc has also adopted two statements defining the roles of responsibilities of the Board, as a whole, and of individual board members. This information is provided, below, to assist individuals in understanding what is involved in board service.

The Arc's Mission Statement

The Arc promotes and protects the human rights of people with intellectual and developmental disabilities and actively supports their full inclusion and participation in the community throughout their lifetimes.

The Arc's Core Values

THE ARC SHARES A COMMITMENT TO CORE VALUES WHICH INFLUENCE AND INFORM OUR WORK

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).

The Arc's Guiding Principles

THE ARC OPERATES UNDER THESE 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 its does.

Vision for The Arc

The Arc is the nation's leading advocate for all people with intellectual and developmental disabilities and their families and the premier provider of the supports and services people want and need. The Arc actively involves people with I/DD, their parents, siblings and other family members, caregivers, colleagues, neighbors and friends as leaders and activists in a movement dedicated to the inclusion of people with I/DD in all aspects of society. The Arc assures that the human rights of people with I/DD are attained, and that sufficient resources are available to meet their needs, in every community in our nation.

The Arc is the standard bearer for best practices in supports and services for people with I/DD and has a demonstrable record of success in achieving the outcomes people want for their lives. Welcoming people of all races, ethnicity and socio-economic status, and providing both a sense of purpose and of belonging, The Arc is the resource of first choice for people with I/DD and their families regardless of the diagnosis and at all stages of life.

The Arc is active, vibrant, well known and respected in communities throughout the United States. With state and local chapters throughout all 50 states and the District of Columbia, The Arc is regularly sought out by elected and appointed government officials, as well as by the media, business, academia and other nonprofits as the authoritative source of information and advice about the needs, issues and concerns of people with I/DD. The Arc is an effective, responsive and

sustainable organization that is constantly evolving to meet the changing needs, desires and circumstances of people with I/DD and their families. It enjoys substantial philanthropic support from individuals, corporations and foundations on par with other successful national nonprofits.

The Arc's Vision for all People with Intellectual and Developmental Disabilities

All people with intellectual and developmental disabilities are included and participate as full members of the community. Infants, children and youth with I/DD experience the security of family, while living and learning with their peers. Adults with I/DD lead lives of their own choosing, fully integrated in the community, have the opportunity to engage in productive work for fair wages, participate in civic and community affairs, have good health and enjoy meaningful relationships.

People with I/DD have access to the full range of home and community-based supports and services necessary to control their own lives; their families have access to needed family supports. Families enjoy the freedom and peace of mind that comes from knowing that their loved ones have the supports they need to live a full and satisfying life.

Valued and accepted, people with I/DD enjoy the respect, dignity, equality, safety and security accorded to other members of society. As self-advocates, they have a powerful and united voice on the issues that affect their lives and well-being, and enjoy the broad support of family members, friends, colleagues and community members. People with I/DD and their families fully embrace The Arc as their preferred partner for advocacy, services and supports.

Strategic Framework for the Future of The Arc, 2010 - 2019

On February 27, 2010, The Arc's Board of Directors adopted a [Strategic Framework for the future of The Arc](#) that will guide the organization over the next decade. The full *Strategic Framework*, as well as annual progress reports, are available on The Arc's website under the heading Who We Are>Financial Information and Reports. The Arc's Long Range Strategic Planning Committee is currently in the process of developing a new plan to guide the organization into 2020 and beyond.

Diversity Strategic Action Plan, 2016-2020

On December 13, 2015, The Arc's Board of Directors adopted a [Diversity Strategic Action Plan](#) that emphasizes the organizations commitment to diversity and cultural competence that is critical to the long-term success of The Arc in an increasingly diverse society. The action plan is available under the heading Who We Are>Diversity at The Arc.

Roles and Responsibilities of the Board of Directors

The Bylaws of The Arc of the United States specify the powers and duties of the board of directors to govern the organization. These include, but are not limited to, developing the Core Values and Guiding Principles and Positions Statements for approval by Chapters, determining the Public Policy Agenda, appointing and supervising the chief executive officer to preside over management of The Arc. The conduct of the board of directors is further guided by the provisions of Maryland Corporations and Associations Code Annotated.

The Board of Directors of The Arc, 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:
 - a. establishing a Vision for The Arc and the impact of The Arc's work on behalf of people with intellectual and developmental disabilities,
 - b. determining The Arc's Mission, and specific goals and strategies necessary to achieve the 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:
 - a. establishing an annual operating budget for the organization,
 - b. arranging for the financial statements of the organization to be audited, annually, by an independent certified public accountant,
 - c. regularly monitoring the financial performance of the organization in comparison to the operating budget,
 - d. establishing necessary financial, human resources and development policies, and
 - e. 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 state and 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 by hiring, setting the compensation, supervising and regularly evaluating the Chief Executive Officer;
7. Manage its own affairs, including the education, training, evaluation and development of board members and the assessment of its own performance; and
8. Collaborate with the Board Development Committee and the CEO in coordinated succession planning and leadership development.

Consistent with the above, The Arc of the United States is committed to upholding the highest standards of governance of nonprofit organizations as set forth in the *Standards for Excellence: An Ethics and Accountability Code for the Nonprofit Sector*. <http://www.thearc.org/page.aspx?pid=2788>

Individual Responsibilities of Board Members

Individuals serving on the Board of Directors of The Arc of the United States (“The Arc”) are responsible to:

1. Uphold the Mission, Vision, Core Values and Guiding Principles and position statements of The Arc.
2. Attend and participate in quarterly meetings of the Board of Directors of The Arc. The failure to attend three consecutive board meetings shall be grounds for removal. Expenses relating to attendance at the board meetings (e.g. hotel, travel, per-diem) are reimbursable.
3. Stay informed about the business and affairs of The Arc, including the nature and extent of its programs and services, and exercise independent judgment in furtherance of the best interests of The Arc, rather than in furtherance of any actual or potentially conflicting personal, professional or business interests (including interests of any state or local chapters 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.
5. Provide counsel and advice, upon request of management, in areas of the board member’s expertise.
6. Abide by The Arc’s Conflict of Interest policy, including completing and signing an annual Conflict of Interest Disclosure statement.
7. Annually, provide a personal charitable contribution to The Arc in an amount that is personally significant.
8. Participate in The Arc’s fundraising efforts by:
 - a. 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;
 - b. 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 and, in consultation and coordination with The Arc’s Development Department, assist in cultivating relationships with those individuals.
9. Participate in recruiting and retaining state and local chapters, associated organizations, business and government members and individual members.

10. Serve as an advocate and ambassador for The Arc and for the interests of people with intellectual and developmental disabilities and their families.
11. Direct requests from media, government officials, or others seeking formal comment from The Arc to the designated spokesperson(s).
12. Annually attend and participate in The Arc's National Convention
13. For new board members, attend a Board Orientation.

SUBMISSION REQUIREMENTS

To submit a nomination or a self-nomination, please the 2020 Nomination Application electronically by clicking [here](#).

If you need assistance, please contact Kristi Short, Executive Assistant, at kshort@thearc.org or Peter Berns, Chief Executive Officer, at berns@thearc.org

**THE BOARD DEVELOPMENT COMMITTEE WILL
REVIEW APPLICATIONS ON A ROLLING BASIS
BEGINNING ON JANUARY 1, 2020**