

MISSION

The mission of The Arc is to ensure the opportunity for persons with intellectual and developmental disabilities to choose and realize goals, which advance and enhance their quality of life. The Arc is further committed to reducing the incidence, and limiting the consequences of developmental disabilities through education, advocacy, and the support of family, friends, and the community.

VISION

Our Vision for Individuals with Developmental Disabilities and Their Families:

- All individuals with intellectual and developmental disabilities are included and participate as full members of the community.
- Children with special needs experience the security of family, while living and learning with their peers.
- Adults with intellectual and developmental disabilities lead the lives of their own choosing; are fully integrated in the community; have the opportunity to participate in productive work, participate in civic and community affairs; have good health and enjoy meaningful relationships.
- Individuals and families have access to the home and community-based supports and services that are needed to live a full and satisfying life.
- Individuals are valued and accepted through respect, dignity, equality, safety and security in their homes and in the community.

Our Vision for The Arc of Butte County:

- To provide high quality programs and services to individuals with intellectual and developmental disabilities and their families.
- To promote administrative and financial stability by continually improving the efficiency, effectiveness, and quality of the organization,
- To build a qualified and competent workforce that is dedicated to the mission of our organization.
- To provide strong advocacy at the local, state, and national level.
- To be recognized a leader in the non-profit sector in providing information, advocacy, programs, supports and services.

For more information on The Arc's mission and history, please visit our website:

www.ArcButte.org/who-we-are/

The Arc of Butte County: Values

General Values

- Acting in the best interest of the organization

Respect

- Treating people equally and recognizing each person's strengths and weaknesses
- Consistency of roles and acting in accordance with division to promote consensus/agreement/alignment
- Remember that this organization has a personal connection for some members of the Board

Communication

- Direct interpersonal communication leading to openness, honesty and respect
- Address one issue at a time to promote resolution
- Promote willingness to listen without prejudgment
- Professional approach through tone, speech and body language
- Providing appropriate information to keep all members informed
- Remember: it's business and personal

Teamwork

- Individual accountability
- Recognizing and understanding team dynamics, between administration and Board
- Understanding the common goal of the team **as a whole** – everything you do many affect the team
- Communication should be constructive, not destructive. Do not take things personally
- Communication and respect make a better team
- Lead by example

Duties and Expectations

General Responsibilities:

1. Acting as a fiduciary (trustee) of the organizations financial and business affairs (holding and administering property in trust); asking questions, understanding everything
2. Determining the organizations policies, seeing that they are carried out
3. Hiring and supervising personnel
4. Performing all other duties required by law, Articles of Incorporation and bylaws

Minimum Position Requirements:

1. Interest in and support for The Arc of Butte County and its goals and objectives
2. Specific experience and expertise in areas of Board operation. Preferred areas of expertise include, but are not limited to: administration, evaluation, finance, fundraising, health and safety, local government, media, personnel, program development, public relations and more.
3. Willingness to attend all Board meetings, which shall be held in person (with the option of Zoom when safety requires), serve on at least one Board committee and participate in appropriate organization activities and events.
4. Willingness to participate in Board orientation and training activities and to fulfill Board duties and responsibilities.

Specific Duties and Responsibilities:

1. Policy: Make policy in key areas, including Board procedures and operation, financial controls, personnel procedures, public relations and fundraising activities. Responsible for ensuring The Arc operates within its adopted bylaws and acts on proposed revisions to bylaws. Recommends policies, which determine the purpose, governing principles, functions and activities of The Arc.
2. Legal/Finance: Regularly monitors implementation of policies along with all aspects of The Arc, including committee work, proposals and company operation. Ensures The Arc is properly managed, that reasonable judgement is used in all business and financial transactions and proper government procedures are followed. Approves and monitors the organizations finances. Authorizes and approve the annual audit. Responsible for recommending and monitoring all organization expenditures dealing with the organization and its operation.
3. Planning: Approves The Arc's mission and its parameters. Approves goals, objectives and direction of The Arc.
4. Program Evaluation: Monitors and strengthens Arc programs and services.
5. Personnel: Recruits, hires and evaluates Executive Director. Reviews and approves personnel policies. Participates in recruitment and development of Board and committee members.
6. Fundraising: Creates the financial climate for fulfilling The Arc's purposes through fundraising activities. Approves fundraising goals and plans. Participates in fundraising activities and efforts.

7. Public Relations: Represents The Arc to the public. Commits to enhancing The Arc's public standing.
8. Board Governance: Recruits new Board and committee members, according to bylaws and other priorities. Assesses Board performance.

THANK YOU

The Arc of Butte County sincerely thanks you for your consideration for becoming an active member of our Board of Directors. Your contribution will benefit our community in many ways. In this position, you will:

- Advocate for individuals with Autism, Down syndrome, Cerebral Palsy and other intellectual and developmental disabilities
- Empower these individuals in political and social situations
- Commit to raising awareness and funds for Arc clients, their families and our programs
- Expand The Arc network via your personal and professional platforms
- Be recognized as a disability advocate in your personal and professional networks
- Be recognized as an active community member through your work with a non-profit organization
- Help strengthen our organization by sharing your skills and innovative ideas
- Put forth effort where effort is needed
- Be an example for other community members, upcoming professionals and the families who need our help

If you so choose to commit your time to our Board, you will become a dynamic part of how we change lives.

We hope the information found in this packet was easy to understand and incentive enough for your consideration.

Thank you for all that you do for your community.

Sincerely,

The Arc of Butte County, Board of Directors

