

**The Arc of Tippecanoe County**

**Board Member Expectations and Responsibilities Agreement**

Serving on any Board of Directors is both an honor and a responsibility. The Arc of Tippecanoe County is a growing organization with multiple activities each month. The success of these programs depends on the leadership and support of the Board of Directors.

**Vision Statement:**

The Arc of Tippecanoe County empowers individuals with intellectual and developmental disabilities to live a meaningful life by acting as the local point of entry for information, education and social opportunities.

**Mission Statement:**

The Arc of Tippecanoe County is committed to all people with intellectual and developmental disabilities realizing their goals of learning, living, working and playing in the community.

**General Expectations of Board Members:**

* Support and share the mission of The Arc of Tippecanoe County.
* Know the organization’s strategic plan including goals, policies, programs, services, strengths and needs. Participate in the development of these resources annually.
* Assist in building and fostering relationships to enhance the organizations public standing.
* Ensure the organizations legal and ethical integrity.
* Maintain the confidentiality of the private information of The Arc of Tippecanoe County, staff, clients, and other board members.

**Meetings and Committees**

* Attend all Board Meetings and Committee Meetings. A minimum of 75% attendance at all board and committee meetings is required.
* Participate in one committee and/or become an officer.
* Attend and participate in Arc Signature Events- Arc in the Park, Resource Fair, Prom, Legislative Forum and the Holiday Dinner and Dance.
* Serve the organization as a whole.

**Fundraising and Fiduciary Responsibilities’:**

* Secure adequate financial resources for the organization to fulfill its mission through fundraising efforts and grant writing.
* Assist the Executive Director with Development by your connections with corporations, foundations and individuals.
* Read and understand the organization’s financial statements.
* Exercise prudence with The Arc of Tippecanoe County’s funds.
* Volunteer your time to special projects.

**Relationship with Staff:**

* Support and evaluate the Executive Director and other staff/volunteers.

**Board Development:**

* Build and maintain a competent Board.
* Provide orientation to new Board members.
* Participate in any Board Training or Retreats.

In its turn, The Arc of Tippecanoe County will do the following:

1. **I will be sent,** without request, regular financial reports that allow me to review XYZ’s financial position.
2. **I will be sent** reminders of Board Meeting, Committee Meetings and other Board required events via email and informed at monthly Board Meetings.
3. **I can call** on the paid staff to discuss program and policy, goals, and objectives.
4. **Board members and staff will respond** in a straightforward and thorough fashion to any questions I have that I feel are necessary to carry out my fiscal, legal, or moral responsibilities to this organization.
5. **D&O insurance** will be provided.