



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.

Mission Statement:

“The Arc of Tippecanoe County (The Arc) is committed to all individuals with developmental disabilities realizing their goals of learning, living, working, and fully participating in their community.” The Arc of Tippecanoe County is a community for all individuals with intellectual and/or developmental disabilities living in Tippecanoe County. We serve our community by:

- Empowering individuals through advocacy and social opportunities,
- Empowering their families through education, and,
- Empowering their communities through awareness.

General Expectations of Board Members:

- Support and share the mission of The Arc of Tippecanoe County as Ambassadors.
- 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.

Signature of Board Member

Date

For board term beginning _____ and ending _____

