

Board Members Needed!

Board members needed, starting January 1st, 2013, with various skills and ideas to further our mission. People particularly needed with strengths in marketing, fundraising, financial management, fund development, legal, public relations, innovation, connections, human resources, planning, program development, and technology, but if you feel a passion for giving opportunities to people with intellectual and developmental disabilities - join us!

Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Arc West Central; to support the organization's mission and needs.

Mission: *Empower all people with intellectual and/or developmental disabilities and their families to choose and realize their goals of where and how they live, learn, work and play.*

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*Major responsibilities:

- Formulation and oversight of policies and procedures
 - Organizational leadership and advisement
 - Organization of the board of directors, officers, and committees
 - Financial management, including adoption and oversight of the annual budget
 - Oversight of program planning goals and evaluation
 - Hire, evaluate, determine compensation for and generally oversee Program Coordinator
 - Review of organizational and programmatic reports
 - Annually review the performance of the board
 - Promotion of the organization
 - Fundraising and outreach
 - Assist in recruiting Board and other talent for whatever volunteer assignments are needed
- *Members of the board share these responsibilities while acting in the interest of Arc West Central. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

Length of term: Two - three years, which may be renewed up to a maximum of three consecutive terms, pending approval of the board.

Meetings and time commitment:

- The board of directors currently meets on the fourth Tuesday of the month, 5-7pm at the Townsite Center, room 263, Moorhead, Minnesota.
- Committees of the board meet an average of four times per year, pending their respective work agenda.

Board members are asked to attend at least two special events or meetings per year, as they are determined.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board.
- Be alert to community concerns that can be addressed by Arc West Central's mission, objectives, and programs.
- Help communicate and promote our mission and programs to the community.
- Become familiar with Arc West Central's finances, budget, and financial/resource needs.
- Understand the policies and procedures of Arc West Central.
- Financially support Arc West Central in a manner commensurate with one's ability.