

The Arc of Pennsylvania

Board Member & Officer Job Description

BOARD MEMBER

General Responsibilities

Board members must be members of The Arc of PA and/or a local chapter of The Arc in Pennsylvania. Board members are responsible for ensuring that The Arc of Pennsylvania and its members:

- Are aware of and fulfill their governance responsibilities;
- Comply with applicable laws, bylaws and affiliation agreements;
- Conduct board business effectively and efficiently;
- Further the Strategic Goals and Objectives of the organization.

Accountability

Members are accountable to the other members of the Board of Directors and/or Members of the organization as specified in the bylaws.

Specific Duties

Attendance and Participation

Board members will be actively involved in the organization by:

- Regularly attending board meetings and important related meetings.
- Staying informed about board matters, preparing well for meetings, and reviewing and commenting on minutes and reports.

Committee Work

Board members will perform committee work. Duties may include:

- Make a serious commitment to participate actively in committee work.
- Volunteer for and willingly accept assignments and completes them thoroughly and on time.
- Stay informed about committee matters, prepare well for meetings, and reviews and comments on minutes and reports.
- Gets to know other committee members and builds a collegial working relationship that contributes to consensus.

Fund Raising

Board members will participate in fund raising for the organization. Duties may include:

- Playing a leadership role in fundraising campaigns.
- Personal contributions of services and money.

Community Relations

Board members ensure that the organization maintains positive and productive relationships with media, funders, donors, and other organizations. Duties may include:

- Representing the organization to local chapters.

- Representing the organization to the media.
- Representing the organization on governmental or nongovernmental organizations and committees.
- Timely and appropriate reporting of Board decisions and actions to members and/or funders and/or donors.

Board Governance

Board members are expected to ensure the continued viability of the organization by:

- Being an active participant in the board's annual evaluation and planning efforts.
- Participating in identifying potential board and/or committee members.
- Maintaining a signed and updated Conflict of Interest Policy with the organization.

OFFICERS

President

- Responsible for overseeing the affairs of the Corporation and shall preside at all meetings of the members and the Board
- Appoints the chairpersons of all committees, with the approval of the Board, and supervise directly or indirectly their work
- Chairs the Executive Committee
- Works closely with the Exec. Director to accomplish the corporation's mission and pursue its strategic priorities
- Responsible for evaluating Exec. Director, in concert with the Exec. Committee
- Appoints special committees as required
- Appoints representatives of the Corporation to participate in government and non-government endeavors, such as task forces, ad hoc committees, and political action committees, as required
- Acts as executive officer of the Corporation and, in general, perform the duties usually associated with the office of President.
- Names up to 3 at-large board members to serve as Presidential appointments to the board of directors (approved by the board)

1st Vice President

- Serves in the absence, disability or resignation of the President.
- Chairs the Chapter Relations Committee
- Serves on the Executive Committee
- Performs such other responsibilities as the President may assign.

2nd Vice President

- Serves in the absence, disability or resignation of the First Vice President.
- Serves on the Executive Committee
- Performs such other responsibilities as the President may assign.

Secretary

- Serves on Executive Committee
- Makes or causes to be made minutes of all meetings of the Board of Directors and the members.
- Responsible for the timely mailing or delivery of all notices of meetings of the Board of Directors and the members, affixing the corporate seal at the direction of the President and, generally, performing all duties incident to the office of secretary of a corporation and such other duties as may be required.
- Perform such other responsibilities as the President may assign.

Treasurer

- Supervises the financial activities of the Corporation
- Responsible for seeing that (a) full and accurate accounts of receipts and disbursements are kept, (b) a system is in place such that all monies and other valuable effects are deposited in the name and to the credit of the Corporation in such depositories as shall be designated by the Board, (c) the Directors at the regular meetings of the Board or whenever they may require it, receive an account of the financial condition of the Corporation, and (d) an annual audit of the Corporation's books and records is performed by an auditor selected by the Audit Committee.
- Chairs the Finance Committee
- Responsible for ensuring that a budget for upcoming fiscal year is approved by the Finance Committee and presented to the Board of Directors for its approval.
- Chairs the Audit Committee
- Presents an annual report to the Board and make it available to the membership after the close of the fiscal year listing all receipts and disbursements by budget category.
- Serves on the Executive Committee
- Performs such other responsibilities as the President may assign.

Immediate Past President

- Provides historical perspective to the Board and Executive Committee.
- Chairs the Board Development Committee
- Responsible for ensuring that qualified nominees to fill Board vacancies are presented for election in a timely manner according to bylaws, policies and procedures.
- Serves on Executive Committee.