

Arc of Iowa Board Member Job Description

Title:	Board Member, The Arc of Iowa
Reports to:	Board President
Purpose:	To serve the board as a voting member; to develop policies, procedures and regulations for the operation of The Arc of Iowa; to monitor finances of the association, its programs and performance.
Term:	Three years beginning January 1 for a director position Two years beginning January 1 for an officer position
Expected Meeting Attendance:	<ul style="list-style-type: none">*Regularly attend meetings as scheduled*Attend meetings for committees you are on*Attend board retreats, workshops and other board development activities*Attend and participate in special events as needed
Obligations Of the Board:	<ul style="list-style-type: none">*Ensure that fiscal policies are in place and followed*Hire/supervise/evaluate the executive director*Establish personnel policies and monitor their compliance*Secure adequate funds—human and monetary resources*Fulfill all of the IRS and state not-for-profit reporting requirements (including taxes, FICA, annual reports, UBIT estimations, etc.)*Maintain and update long range plans*Evaluate progress towards goals*Review and amend bylaws as necessary*Be accessible and responsive to public inquiry about the mission, program activities, and finances
Specific Duties:	<ul style="list-style-type: none">*Attend meetings and show commitment to board activities*Be informed on issues and agenda items in advance of meetings*Contribute skills, knowledge and experience when appropriate*Listen respectfully to other points of view*Participate in organizational decision making*Financially support the organization*Assume leadership roles in all board activities, including fundraising*Represent the organization to the public and to private industry*Educate yourself about the needs of the people served