

## Arc of Iowa Board Member Job Description

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