



Application for Board of Directors

Mission of The Arc Kent County

The Arc Kent County works to ensure that people with intellectual and developmental disabilities are valued in order that they and their families participate in and contribute to their community.

Please fill out the application below and review the Overview of Board Member Responsibilities on reverse. You may use an additional sheet if necessary.

- Yes, I would like to be considered as a candidate for The Arc Kent County, Board of Directors.
- I would like further information before committing to The Arc as a board member.
- I am unable to fulfill the commitment now but would like to be considered and contacted in the future as need and positions become available.

Name: _____

Employer: _____

Title _____

Home Address: _____

City, ST, Zip code _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Email address: _____

Talents I can bring to the Board of Directors: _____

Organizations to which I belong: (i.e.: civic, service) _____

Preferred Method of contact: Phone Cell Work Home
 Email US Mail

- I can fulfill the board member responsibilities as explained: Yes No
- I can serve a term of 2- 3 year terms: Yes No
- I understand that I must be/become a member of The Arc Kent County before I can be elected as a board member: Yes No
- I agree to receive email communications and the newsletter Yes No

PLEASE RETURN TO: Tammy Finn, Executive Director
The Arc Kent County
2922 Fuller Ave., NE Ste. 201
Grand Rapids, MI 49525

tammy@arckent.org – (616) 459-3339



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Overview of Board Member Responsibilities

- Be an active member of The Arc Kent County (The Arc) - includes paying for family (\$35) or single (\$25) annual membership.
- Help articulate the board mission and vision.
- Help determine agency policy and monitor the implementation of that policy.
- Keep informed about the organization's financial health- approve and monitor the annual budget.
- Be familiar with and adhere to The Arc Kent County's bylaws and policies.
- Attend, regularly scheduled board meetings, the Annual Meeting, and other meetings as necessary.
- Come prepared to the board meetings (arrive on time, read materials beforehand, prepare committee reports and other).
- Attend state and national meetings/conferences, if possible, to become more knowledgeable about The Arc movement.
- Serve on committees as needed.
- Attend and support The Arc fundraisers and special events.
- Assist in hiring and evaluating the Executive Director.
- Share expertise and communicate ideas to the organization.
- Promote the activities of The Arc and encourage volunteer involvement in The Arc.
- Advocate for The Arc and our constituents within our community.
- Contribute financially to The Arc and encourage others to do so.
- Hold in confidence board discussions of personnel, program participants, and legal matters.
- Remember that the board member's job is to govern, not administer, in an attitude of reasonable care, honesty, and good faith.
- Understand that the board member is legally responsible for the sound management (fiscal, program, personnel, insurance, and property) of The Arc Kent County and its compliance with governmental regulations.

Thank you for your interest and consideration in sharing your leadership and talents with The Arc Kent County.

arckent.org