



Board of Directors Prospectus

2019-2020

The Arc of El Paso

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Friend of The Arc of El Paso,

On behalf of the Board Leadership Development Committee I would like to thank you for your interest and commitment to the board leadership development process as essential to the future success of The Arc of El Paso. The Board Leadership Development Committee is responsible for: establishing annual nominating priorities, conducting outreach to identify potential candidates to apply for nomination to the board, screening and evaluating applicants in relation to the nominating priorities, and recommending a single slate of candidates for election.

As part of the outreach process the Board Leadership Development Committee has created this Prospectus about service on The Arc of El Paso's Board of Directors. This prospectus outlines the Nominating Priorities that have been established for the 2019-2020 nominating cycle and the roles and responsibilities of board members. It also includes an overview of The Arc's purpose and tenets, as expressed through our mission, core values and vision statements. After reading through this prospectus you should have a good understanding about what is involved in serving on The Arc of El Paso's board as well as a good idea of whether you or someone you know might satisfy the 2016 Nominating Priorities.

During this nominating cycle the Board Leadership Development Committee will be accepting self-nominations and third party nominations (nominating someone other than yourself) for both officer and board member positions. If you know someone, personally or professionally, who has the personal characteristics and relationships in the areas identified in the 2019 Nominating Priorities, we encourage you to nominate them. By accepting both self-nominations and third party nominations it will allow us to collect a large, diverse pool of candidates for board member positions.

Please look through this document with care. The Leadership Board Development Committee will review applications on a rolling basis beginning November 1, 2019, so we encourage you to submit your nominations before that date. Again, thank you for your commitment to The Arc. We look forward to reviewing your nomination!

Sincerely,

A handwritten signature in cursive script that reads "Tom Laign".

Tom Laign,
Vice-President



The Arc of El Paso Board Nominating Priorities for 2019-2020

The Board Leadership Development Committee reviews the current composition of the board to determine nominating priorities that considers future needs to establish priorities in the nominating process. Candidates that fit the nominating priorities will be given the highest level of consideration by the committee, and candidates who may not be a good fit for the current nominating cycle will be maintained on an interest list for committees of the board and for possible future consideration.

Primary Priority Factor

- The Arc of El Paso values the diverse and changing population of people with intellectual and developmental disabilities (I/DD) and their families and believes a board reflective of the population we serve adds to the organization's success. We welcome differences in physical and mental ability, disability, age, veteran or active-duty military status, color, ethnicity, race, language, national origin, religion, political affiliation, socio-economic status, family or marital status, sexual orientation, gender identity or expression, and any other characteristic that can help us better support the population we serve. During 2019 we are committed to bringing greater ethnic, racial, religious, sexual orientation, and gender identity or expression diversity to The Arc of El Paso's Board of Directors.

Secondary Priority Factors

- The candidate is a sibling of a person with I/DD.
- The candidate is a parent or relative of a child or younger adult with I/DD (under age 35).
- The candidate has the capacity to make major gift to the Arc of El Paso and/or has access to other people with this ability.
- The candidate is a mid or senior level manager/executive with a company doing business in El Paso County, Texas and/or has access to such people.
- The candidate is well-known throughout the community and/or has access to such people.

Tertiary Priority Factors

The Board Leadership Development Committee values the role that a potential board member with specific knowledge, skills, or expertise, as a professional or in a volunteer capacity, in one or more of these areas:

- The Arts
- Recreational Activities
- Public Policy Advocacy
- Individual Advocacy
- Disability Law
- Fundraising
- Financial Management
- Investment Management
- Human Resources
- Non-Profit Governance
- Corporate and/or Nonprofit Tax Law
- Research relating to people with I/DD
- Health Care for people with I/DD
- Education for people with I/DD
- Employment for people with I/DD
- Housing for people with I/DD
- Community Living for people with I/DD
- Early Intervention Services
- Media/Community Relations
- Branding/Marketing
- Leadership
- Information Technology

Successful candidates are likely to have expertise in at least one area.

About Serving on The Arc of El Paso's Board of Directors

The Board Leadership Development Committee is seeking candidates that believe in and will actively support the mission, core values and vision of The Arc of El Paso. The Board of Directors of The Arc of El Paso has also adopted two statements defining the roles of responsibilities of the Board, as a whole, and of individual board members. This information is provided, below, to assist individuals in understanding what is involved in board service.

The Arc of El Paso's Mission Statement

The Arc of El Paso promotes and protects the human rights of people with intellectual and developmental disabilities and actively supports their full inclusion and participation in the community throughout their lifetimes.

The Arc of El Paso's Core Values

The Arc of El Paso shares a commitment to core values which influence and inform our work

People First

The Arc of El Paso believes that all people with intellectual and developmental disabilities are defined by their own strengths, abilities and inherent value, not by their disability.

Equity

The Arc of El Paso believes that people with intellectual and developmental disabilities are entitled to the respect, dignity, equality, safety, and security accorded to other members of society, and are equal before the law.

Community

The Arc of El Paso believes that people with intellectual and developmental disabilities belong in the community and have fundamental moral, civil and constitutional rights to be fully included and actively participate in all aspects of society.

Self-determination

The Arc of El Paso believes in self-determination and self-advocacy. People with intellectual and developmental disabilities, with appropriate resources and supports, can make decisions about their own lives and must be heard on issues that affect their well-being.

Diversity

The Arc of El Paso believes that society in general and The Arc of El Paso in particular benefit from the contributions of people with diverse personal characteristics (including but not limited to race, ethnicity, religion, age, geographic location, sexual orientation, gender and type of disability).

The Arc of El Paso's Guiding Principles

The Arc of El Paso operates under these guiding principles

Participatory Democracy

The Arc of El Paso acts to ensure that people with intellectual and developmental disabilities, their parents, siblings, family members and other concerned members of the public have meaningful opportunities to inform and guide the direction of the organization's advocacy, including determining policy and positions on important issues. The Arc of El Paso strives for diversity in its leadership, as well as in all facets of the work of the organization.

Visionary Leadership

The Arc of El Paso leads by articulating a positive vision for the future of people with intellectual and developmental disabilities and catalyzes public and private support in realization of that vision through carefully planned and well-executed goals, strategies and actions.

Public Interest

The Arc of El Paso represents the public interest, supporting and acting with and on behalf of all people with intellectual and developmental disabilities and their families regardless of the type of disability or membership in The Arc of El Paso.

Collaboration

The Arc of El Paso works with individuals, organizations and coalitions in a collaborative fashion. The Arc of El Paso values and promotes effective partnerships between volunteer and staff leadership at all levels of the organization.

Transparency, Integrity and Excellence

The Arc of El Paso conducts its business with integrity, accountability, and open, honest and timely communication. The Arc of El Paso is committed to quality and excellence in all its does.

Vision for The Arc of El Paso

The Arc of El Paso is the community's leading advocate for all people with intellectual and developmental disabilities and their families and the premier provider of the supports and services people want and need. The Arc of El Paso actively involves people with I/DD, their parents, siblings and other family members, caregivers, colleagues, neighbors and friends as leaders and activists in a movement dedicated to the inclusion of people with I/DD in all aspects of society. The Arc assures that the human rights of people with I/DD are attained, and that sufficient resources are available to meet their needs, in every community in our nation.

The Arc of El Paso is viewed as the platinum standard for best practices in supports and services for people with I/DD and has a demonstrable record of success in achieving the outcomes people want for their lives. Welcoming people of all races, ethnicity and socio-economic status, and providing both a sense of purpose and of belonging, The Arc of El Paso is the resource of first choice for people with I/DD and their families regardless of the diagnosis and at all stages of life.

The Arc of El Paso is active, vibrant, well known and respected throughout the greater El Paso borderland region and is regularly sought out by elected and appointed government officials, as well as by the media, business, academia and other nonprofits as the authoritative source of information and advice about the needs, issues and concerns of people with I/DD. The Arc of El Paso is an effective, responsive and sustainable organization that is constantly evolving to meet the changing needs, desires and circumstances of people with I/DD and their families. It enjoys substantial philanthropic support from individuals, corporations and foundations on par with other successful El Paso area nonprofits.

The Arc of El Paso's Vision for all People with Intellectual and Developmental Disabilities

All people with intellectual and developmental disabilities are included and participate as full members of the community. Infants, children and youth with I/DD experience the security of family, while living and learning with their peers. Adults with I/DD lead lives of their own choosing, fully integrated in the community, have the opportunity to engage in productive work for fair wages, participate in civic and community affairs, have good health and enjoy meaningful relationships.

People with I/DD have access to the full range of home and community based supports and services necessary to control their own lives; their families have access to needed family supports. Families enjoy the freedom and peace of mind that comes from knowing that their loved ones have the supports they need to live a full and satisfying life.

Valued and accepted, people with I/DD enjoy the respect, dignity, equality, safety and security accorded to other members of society. As self-advocates, they have a powerful and united voice on the issues that affect their lives and well-being, and enjoy the broad support of family members, friends, colleagues and community members. People with I/DD and their families fully embrace The Arc as their preferred partner for advocacy, services and supports.

Roles and Responsibilities of the Board of Directors

The Bylaws of The Arc of El Paso specify the powers and duties of the board of directors to govern the organization. These include, but are not limited to, developing the Core Values and Guiding Principles and Positions Statements, determining the Public Policy Agenda, appointing and supervising the executive director to preside over management of The Arc of El Paso. The conduct of the board of directors is further guided by the provisions of Texas Business Organization Code.

The Board of Directors of The Arc of El Paso, acting as a whole and through appropriate committees, is responsible to:

1. Actively partner with executive leadership in long-range and strategic planning for the organization, including:
 - a. establishing a Vision for The Arc of El Paso and the impact of The Arc of El Paso's work on behalf of people with intellectual and developmental disabilities,
 - b. determining The Arc of El Paso's Mission, and specific goals and strategies necessary to achieve the vision;
2. Exercise programmatic oversight by regularly assessing the organization's progress toward achieving the Mission and Vision;
3. Exercise fiduciary oversight to assure that the resources of the organization are used in furtherance of its tax-exempt purpose, including:
 - a. establishing an annual operating budget for the organization,
 - b. arranging for the financial statements of the organization to be audited, annually, by an independent certified public accountant,
 - c. regularly monitoring the financial performance of the organization in comparison to the operating budget,
 - d. establishing necessary financial, human resources and development policies, and
 - e. assuring the organization's legal and regulatory compliance and transparency to the public;
4. Provide policy direction and guidance for the organization, as well as state and local chapters, through the approval of core values, position statements, legislative agendas and similar documents that are fundamental to the operation of the organization;
5. Raise financial and other resources necessary to operate the organization;
6. Provide for the executive management of The Arc of El Paso by hiring, setting the compensation, supervising and regularly evaluating the Executive Director; and
7. Manage its own affairs, including the education, training, evaluation and development of board members and the assessment of its own performance.

Individual Responsibilities of Board Members

Individuals serving on the Board of Directors of The Arc of El Paso are responsible to:

1. Uphold the Mission, Vision, Core Values and Guiding Principles and position statements of The Arc of El Paso.
2. Attend and participate in monthly meetings of the Board of Directors of The Arc of El Paso. (These meetings are currently held the second Tuesday of the month from 11:00 a.m. to 1:00 p.m. at the Paso Del Norte Children's Development Center, 1101 E. Schuster.) The failure to attend three consecutive board meetings shall be grounds for removal. Expenses relating to attendance at the board meetings are not reimbursable.
3. Stay informed about the business and affairs of The Arc of El Paso, including the nature and extent of its programs and services, and exercise independent judgment in furtherance of the best interests of The Arc of El Paso, rather than in furtherance of any actual or potentially conflicting personal, professional or business interests (including interests of any similarly focused state, national, or local non-profit organization the individual may be affiliated with).
4. Actively participate on a board committee, task force or work group, or in individually tailored activities of importance to The Arc of El Paso.
5. Abide by The Arc of El Paso's Conflict of Interest policy, including completing and signing an annual Conflict of Interest Disclosure statement.
6. On a monthly basis, provide a personal charitable contribution to The Arc of El Paso in an amount that is personally significant.
7. Participate in The Arc of El Paso's fundraising efforts by:
 - a. for board members that are employed by businesses or corporations that engage in charitable giving, assist in obtaining a corporate or corporate foundation contribution or other support from the board members employer;
 - b. for all board members, identifying any personal or professional contacts the board member may have with individuals, foundations or corporations that may be prospects to support The Arc of El Paso and, in consultation with the executive director and board of directors, assist in cultivating relationships with those individuals.
8. Participate in recruiting and retaining business and government members and individual members.
9. Serve as an advocate and ambassador for The Arc of El Paso and for the interests of people with intellectual and developmental disabilities and their families.
10. Provide counsel and advice, upon request of the executive director, in areas of the board member's expertise.
11. Direct requests from media, government officials, or others seeking formal comment from The Arc of El Paso to the designated spokesperson(s).
12. For new board members, attend a Board Orientation.

Questions

For questions about board service, please contact Tom Laign, Vice-President, by email at tom.laign@thearcofelpaso.org.

3. Please identify the areas in which the nominee has experience, knowledge, and expertise either professional or volunteer by placing a check next to the area, and provide a brief description in the box that follows on the next page.

- The Arts
- Recreational Activities
- Public Policy Advocacy
- Individual Advocacy
- Disability Law
- Fundraising
- Financial Management
- Investment Management
- Human Resources
- Non-Profit Governance
- Corporate and/or Nonprofit Tax Law
- Research relating to people with I/DD
- Health Care for people with I/DD
- Education for people with I/DD
- Employment for people with I/DD
- Housing for people with I/DD
- Community Living for people with I/DD
- Early Intervention Services
- Media/Community Relations
- Branding/Marketing
- Leadership
- Information Technology

4. Please provide a brief description of the experience, knowledge, and expertise either professional or volunteer checked on the prior page.

For example:

Branding/Marketing

Worked for ABC company for 10 years where I coordinated social media marketing.

5. Please indicate if the nominee has access to any of the following using a check-mark:

- Personal Wealth (capacity to provide major gifts) or Access to Others with Wealth
- Personal Celebrity or Access to Others with Celebrity Status
- Mid or Senior-Level Manager/Executive with El Paso Company
- Other Significant Business or Personal Connections

Please explain any access and connections the nominee has:

Self-Nomination Section

Complete this section if you are nominating yourself. If nominating someone else, please leave this page blank and go to the next page.

1. Why are you interested in serving on the Board of Directors for The Arc of El Paso?

2. How do you hope to contribute to the success of The Arc of El Paso as a board member?

3. I have read the mission statement, core values, guiding principles, and vision statements and Agree to support these by checking yes below.

___Yes

4. Please provide three references who are familiar with your qualifications.

Name	Email Address	Phone Number

Third-Party Nomination Section

Complete this section if you are nominating someone other than yourself.

1. If you are nominating someone other than yourself for a board member position, please provide your information below.

Name	Email Address	Phone Number
Relationship to Nominee		

2. Why do you believe the person you are nominating should serve on the Board of Directors of The Arc of El Paso?

3. In what ways do you believe they will be able to contribute to the success of The Arc of El Paso?

Submission Requirements

The application may be sent by regular mail, email, or fax to:

The Arc of El Paso
Attn: Tom Laign
PO Box 221543
El Paso, Texas 79913
fax (915) 200-1850
tom.laign@thearcofelpaso.org
www.thearcofelpaso.org

The Board Leadership Development Committee will review applications on a rolling basis beginning November 1, 2019.