



Board of Directors Prospectus

THE ARC OF NEW MEXICO

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Friend of The Arc,

On behalf of the Board Nominating Committee, I would like to thank you for your interest and commitment to the board development process as it is essential to the future success of The Arc of New Mexico. The Board Nominating 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 Nominating Committee has created this Prospectus about service on The Arc's Board of Directors. This prospectus outlines the Nominating Priorities that have been established for the nominations of prospective board members 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's board as well as a good idea of whether you or someone you know might be interested in becoming an Arc of NM Board member.

The Board Nominating Committee accepts applications throughout the year, however, a nomination slate of prospective board members for the upcoming year is compiled in April and presented for a membership vote at our annual business meeting, held every year in June.

Please look through this document with care. The Board Nominating Committee will review applications on a rolling basis so we encourage you to submit your nominations. Again, thank you for your commitment to The Arc. We look forward to reviewing your nomination!

Sincerely,

Thea Kavanaugh

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Board President



THE ARC OF NEW MEXICO

Statement of Board Nominating Priorities

The Board Nominating Committee (“BNC”) takes into account a variety of factors in selecting candidates to be nominated to the Board of Directors of The Arc of New Mexico. Every year, the BNC reviews the current composition of the board, considers future needs and sets priorities for the current nominating cycle. While other individuals may be considered for nomination, outreach will be conducted to identify candidates and preference will be given to candidates that fit the Nominating Priorities. Board candidates that are not a good fit for the current nominating cycle are maintained on an interest list for possible future consideration.

The Arc of New Mexico is committed to ensuring we are a culturally competent organization that can respond effectively to the changing needs of a diverse population of people with intellectual and developmental disabilities (I/DD) and their families. This also involves recognizing the value having a diverse, culturally competent board can bring to the success of the organization. We embrace differences in age, color, disability, ethnicity, sexual orientation, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, socio-economic status, veteran status, and other characteristics that can help us move forward successfully in the future.

The candidate will help to make The Arc of New Mexico Board more representative of the community the organization serves in one or more of the following ways:

- The candidate is an individual with I/DD
- The candidate is an active member (personally or professionally) within their respective community
- The candidate is a disability advocate in the community.
- The candidate is a professional with knowledge, skills, and expertise that can support the board
- The candidate is a professional who works with individuals with I/DD

In addition to the above priority considerations, the BNC also considers the following factors in selecting persons to be nominated for election to the Board of Directors. We seek to maintain gender balance and include members who are self-advocates representing our priority population.

The BNC continues to seek to identify potential board members who have knowledge, skills, or expertise, in one or more of the following subject areas:

- Public Policy Advocacy
- Disability Advocacy
- Self-Advocacy
- Leadership Development
- Fundraising
- Financial Management
- Branding and Marketing
- Investment Management
- Human Resources
- Social Event/Conference Planning
- Health Care/NM Waiver Systems
- Community Living for people with I/DD
- Organization Membership Development
- Corporate or Nonprofit Law
- Disability Law
- Social Media/Community Relations

Relevant Bylaws Relating to Board Qualifications

Section 2.1. The Board shall consist of the elected officers, the Immediate Past President, and one Director from each region.

Region Directors shall serve for a term of two (2) years.

No person may be elected to the same position on the Board for more than two (2) consecutive full terms, except for the position of Treasurer.

The President shall appoint for a one-year (1-year) term not less than one (1) nor more than three (3) persons with intellectual and developmental disabilities to serve as Director(s)-at-Large. The President may appoint persons who do not have an intellectual and developmental disability, as long as there are at least two (2) elected or appointed members who have an intellectual and developmental disability. Directors-at-Large may not serve for more than two (2) terms.

Nominations and Elections Procedures

Section 10.1. At least 90 days preceding the Annual Meeting of The Arc a Nominating Committee shall be chosen. The Nominating Committee shall consist of the five Regional Vice-Presidents. If a Regional Vice-President is among the nominees on the current slate, the President shall name a replacement for that Regional Vice-President for purposes of serving on the Nominating Committee. The President shall name one (1) member as Chairman of the Nominating Committee. The Board shall fill any vacancy occurring within the Nominating Committee during the year with a member residing in the region of the original member.

Section 10.2. Membership including Vice Presidents will make nominations before the Annual Business Meeting: sixty (60) days for preliminary slate developed by the Nominating Committee, nomination for remaining vacancies provided by membership no later than the annual conference and final slate will be sent to The Arc of New Mexico Board of Directors at least two (2) weeks before the date of the July quarterly Board meeting.

Section 10.3. The Annual Meeting will be held the same day but prior to the July Board Meeting.

Section 10.4. The voting process to elect new and sitting Board members occurs by the Board at the Annual Business Meeting. If vacancies exist on the slate other nominations will be considered at the Annual Meeting. The newly elected officers shall be installed at the same Annual Meeting. Duly elected officers and directors shall assume the duties of office immediately upon installation.

Section 10.5. Staff of The Arc cannot be placed in nomination or elected as an officer or board member of The Arc.

About Serving on The Arc of New Mexico's Board of Directors

The Board Nominating Committee is seeking candidates that believe in and will actively support **the mission, core values and vision of The Arc**. The Board of Directors of The Arc 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 New Mexico's Mission Statement

The Arc 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 New Mexico's Core Values

THE ARC SHARES A COMMITMENT TO CORE VALUES WHICH INFLUENCE AND INFORM OUR WORK

People First

The Arc 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 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 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 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 believes that society in general and The Arc 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 New Mexico's Guiding Principles

THE ARC OPERATES UNDER THESE GUIDING PRINCIPLES

Participatory Democracy

The Arc 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 strives for diversity in its leadership, as well as in all facets of the work of the organization.

Visionary Leadership

The Arc 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 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.

Collaboration

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

Transparency, Integrity and Excellence

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

Vision for The Arc of New Mexico

The Arc of NM is a 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 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 is the standard bearer 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 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 New Mexico'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 New Mexico 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 chief executive officer to preside over management of The Arc.

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

1. Exercise programmatic oversight by regularly assessing the organization's progress toward achieving the Mission and Vision;
2. 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;
3. Provide policy direction and guidance for the organization through the approval of core values, position statements, legislative agendas and similar documents that are fundamental to the operation of the organization;
4. Raise financial and other resources necessary to operate the organization;
5. Provide for the executive management of The Arc of New Mexico by hiring, setting the compensation, supervising and regularly evaluating the Chief Executive Officer; and
6. Manage its own affairs, including the education, training, evaluation and development of board members and the assessment of its own performance.

Consistent with the above, The Arc of New Mexico is committed to upholding the highest standards of governance of nonprofit organizations as set forth in the Standards for Excellence: An Ethics and Accountability Code for the Nonprofit Sector. <http://www.thearc.org/page.aspx?pid=2788>

Questions:

For questions about Board service contact Ling Faith-Heuertz, Chair of the Board Nominating Committee, by email at lfheuertz@gmail.com

Application:

TO APPLY TO BE CONSIDERED FOR SERVICE ON THE ARC'S BOARD, PLEASE COMPLETE THE APPLICATION AS INDICATED.

Note: Following submission, you will be contacted by the Board Nominating Committee Chair to confirm your submission. At that time, you will also be asked to e-mail a resume or curriculum vitae to the Chair. An interview may be set up upon receiving all necessary documentation.

IF YOU ARE UNABLE TO USE THE ONLINE FORM, YOU MAY DOWNLOAD AND FAX/MAIL/DROP OFF THE COMPLETED FORM TO:

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