



The Arc of York County
497 Hill Street
York, PA 17403
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BOARD MEMBERSHIP APPLICATION
For
The Arc of York County Board of Directors
And
The Arc Foundation of York County Board of Directors

Duties of the Board of Directors of The Arc of York County: Determine policies, procedures and regulations for the conduct of The Arc of York County, to monitor organizational performance and to raise funds to finance the organization and its programs.

Duties of the Board of Directors of The Arc Foundation of York County: Participate and provide leadership in the raising of funds to support The Arc of York County and in the management of investments to benefit the corporate system.

Term of Office (either Board): Two years.

Please complete this Board Membership Application form and submit it to:

Gregory D. Knox, Executive Director
The Arc of York County
497 Hill Street
York, PA 17403

PERSONAL:

Name: _____ Home Phone: _____
Address: _____ Home FAX: _____
_____ Home Email: _____

EMPLOYMENT:

Occupation: _____ Title: _____
Employer: _____ Work Phone: _____
Address: _____ Work FAX: _____
_____ Work Email: _____

Professional Affiliation(s): _____

EDUCATION:

High School: _____
College: _____ Degree: _____
Post Graduate Degree(s) or Special Training: _____

COMMUNITY SERVICE:

I have or am presently serving on the Board for the following non-profit agencies:

I have been or am presently a member of the following civic clubs or organizations:

I am a leadership training program graduate of Leadership York (Y) _____ (N) _____ or other community leadership training program (Y) _____ (N) _____ (City: _____)

I DESIRE TO SERVE ON THIS BOARD:

I can serve this board in the following capacities:

_____ Advertising	_____ HR Administration	_____ Public Relations
_____ Advocacy	_____ IT Services	_____ Recreation
_____ Budget/Finance	_____ Marketing	_____ Volunteer Organizing
_____ Education	_____ Membership	_____ Other (specify)
_____ Fundraising	_____ Organizing Social Events	_____
_____ Governmental Affairs	_____ Planned Giving	_____
_____ Health Care	_____ Printing/Graphics	_____

I have the following contacts in the York community that may be helpful to The Arc:

I desire to serve on the Board of Directors for (please check one):

The Arc of York County _____
The Arc Foundation _____

I desire to serve on this Board because (please describe your personal interest in becoming a Board member for The Arc):

I prefer all Board information be sent to my (please check one): _____ Home _____ Office

Thank you for your interest in helping to improve the lives of York Countians with mental retardation and other developmental disabilities.

The Arc of York County

Board of Directors

Job Description

- Title:** Member, Board of Directors
- Purpose:** To determine policies, procedures and regulations for the conduct of The Arc of York County, to monitor organizational performance, and to raise funds to finance the organization and its programs.
- Term:** Members nominated by the Board and elected by the membership for up to three, two-year terms. Board members must rotate off of the board for 12 months before beginning another set of terms. The Board of Directors may fill vacant seats for any remaining unexpired term.
- Meeting Attendance:** Monthly board meetings (10 per year) and at least one committee. Participate in ad hoc committees and special events as announced. Participation at state level board and committee meetings strongly encouraged.
- Responsible to:** President, Board of Directors
- Resignation to:** President, Board of Directors

Responsibilities and Powers of the Board of Directors:

1. Establish policies for administering the programs and services of The Arc of York County in conjunction with the mission and values of the organization.
2. Employ and evaluate the Executive Director.
3. Secure funds required for current expenses by mobilizing the entire volunteer and staff forces for active participation in funding efforts.
4. Provide oversight to both corporations in The Arc corporate system.
5. Ensure that the financial affairs of The Arc of York County are conducted on a responsible basis in accordance with established policies.
6. Approve the annual organizational budget for each corporation, including personnel, fundraising, and the expenditure of funds.
7. Ensure that the property of the agency is maintained in a reasonable state of repair.
8. Support volunteer and staff forces in funding efforts.

Specific Duties of Board Members:

1. Attend board meetings. Attend regularly and on time. Become well informed, in advance, of all agenda items. Contribute knowledge and express points of view based on experience. Consider other points of view, make constructive suggestions, and help the board make group decisions reflecting the thinking of the total group.
2. Attend meetings of standing committees, as well as special ad hoc committees to which appointed.
3. Become a financial supporter of the agency at an appropriate level.
4. Assume leadership in agency funding efforts.
5. Assume board leadership responsibilities as requested and as possible.
6. Represent the agency at community events, with organizations, and with private individuals.
7. Be informed about The Arc of York County programs, policies, and services.
8. Be informed about the needs of the community, society, and constituents.
9. Participate in The Arc of York County activities at the state and national levels.
10. Communicate with legislative representatives regarding the needs and concerns of persons with mental retardation.

**The Arc Foundation of York County
Board of Directors
Job Description**

- Title:** Member, Board of Directors, The Arc Foundation of York County
- Purpose:** To provide leadership and guidance in raising funds to support the operations and services of The Arc of York County and in the management of investments to benefit the corporate system.
- Term:** Members nominated by the Board Development Committee and approved by the Board of Directors of The Arc of York County for up to three, two-year terms. Board members must rotate off of the board for 12 months before beginning another set of terms.
- Meeting Attendance:** Quarterly board meetings. Participate in standing and ad hoc committees as appropriate. Attend special events and functions of The Arc.
- Responsible To:** President, Board of Directors, The Arc Foundation of York County
- Resignation To:** President, Board of Directors, The Arc Foundation of York County

Responsibilities and Powers of the Board of Directors:

1. Provide leadership in raising funds required to support the operations and services of The Arc of York County.
2. Oversee the investment of funds to benefit the corporate system of The Arc of York County.
3. Provide leadership in capital fund drive efforts.
4. Provide leadership in planned giving.
5. Ensure that the financial affairs of The Arc Foundation of York County are conducted on a responsible basis in accordance with established policies.
6. Approve the annual budget and submit to The Arc of York County for approval.

Specific Duties of Board Members:

1. Attend board meetings. Attend regularly and on time. Become well informed, in advance, of all agenda items. Contribute knowledge and express points of view based on experience. Consider other points of view, make constructive suggestions, and help the board make group decisions reflecting the thinking of the total group.
2. Attend meetings of standing committees, as well as special ad hoc committees to which appointed.
3. Become a financial supporter of the agency at an appropriate level.
4. Assume leadership in agency funding efforts.
5. Assume board leadership responsibilities as requested and as possible.
6. Represent the agency at community events, with organizations, and with private individuals.
7. Be informed about The Arc of York County programs, policies, and services.
8. Be informed about the needs of the community, society, and constituents.

The Arc of York County Overview of Corporate Structure

The Arc of York County consists of two separate corporations:
The Arc of York County and The Arc Foundation of York County.

The Arc of York County

Serving as the parent corporation, The Arc of York County is responsible for the planning and delivery of all programs and services, including: Adult Recreation, Advocacy, After School Options, Camp Pennwood, and Penn Employment Services. All contracts for services, membership, systems advocacy, staffing and payroll for both corporations, and general daily operations are administered through this corporation.

The Arc of York County Board oversees and coordinates planning for The Arc of York County as well as for The Arc Foundation of York County. The Arc Board must approve all budgets, new board member nominations, and project planning for both corporations.

The Arc Foundation of York County

The Arc Foundation of York County is responsible for fundraising to support the ongoing operations of The Arc of York County.

The Arc Foundation of York County has a separate board which oversees the activities of the Foundation and reports to The Arc of York County Board. They also oversee investment accounts and the policies governing them.

There is overlap of board members between the two corporations. This is done to facilitate communication between the corporations. Each corporation has its own officers, its own meeting agendas, and its own purpose in the system. The overlap of board members is restricted by the Bylaws of each corporation in order to maintain the separate nature of each corporation.

The Arc of York County

Vision, Values and Beliefs

Vision: The Arc of York County envisions a community where all members are valued and where opportunities are available to all citizens regardless of personal characteristic or level of ability. We envision a community which supports its citizens in whatever manner is necessary in order for them to achieve their hopes, dreams and full potential.

Values and beliefs: The principles and ideals which guide the thoughts and actions of our organization. The things that The Arc of York County stands for:

- Persons with mental retardation have abilities and skills that are a resource for the communities in which they live and should be valued.
- Persons with mental retardation have the same rights as persons who do not have mental retardation.
- Persons with mental retardation have the ability and should have the freedom to make choices about their personal lives and the systems that support them. They should be supported to exercise full informed choice in their lives.
- The community has an obligation to support citizens with mental retardation. It is the role of The Arc of York County to work with the community to expand opportunities and eliminate barriers.
- The family is the optimal social setting for children with mental retardation and is the basis for life-long personal relationships for adults. It is the role of The Arc of York County to support and assist the family in maintaining and strengthening these relationships.
- The Arc of York County believes that persons with mental retardation benefit from living, working and playing in regular community settings with persons who do not have mental retardation. The Arc of York County further believes that children with mental retardation benefit from being educated within their neighborhood schools and within regular classrooms. We believe that resources should be dedicated to the development of programs within the community and public school system that provide such support and educational opportunities.
- Persons with mental retardation have the right to receive services and support that are of the highest quality. It is the role of The Arc of York County to advocate for the development of high quality services, to require that the provider community respect the rights and abilities of the persons that they support, and to enhance the ability of the system to correct any deficiencies in services that arise.

The Arc of York County Mission Statement

Mission statement: The Arc of York County is committed to securing for all persons with mental retardation the opportunity to choose where and how they learn, live, work, and play.

The Arc of York County believes it is important to:

- ***EMPOWER*** persons with mental retardation to become active, vocal, and skilled community members.
- ***SUPPORT*** the families and friends of persons with mental retardation.
- ***EDUCATE*** the community and facilitate the development of networks and supportive systems that allow persons with mental retardation to be active, valued community members.

The Arc of York County envisions a day when our community recognizes the value of persons with mental retardation, makes equal opportunities available to them, and supports them in whatever manner is necessary for their full participation.

Programs and Services of The Arc of York County

Adult Recreation Club

For over 40 years, adults with mental retardation have enjoyed the Adult Recreation Club. Members meet once a week at the various places throughout the community during the months of October through May. Adults 18 years of age or older participate in arts and crafts, community projects, dancing, cooking sessions, and other recreational activities.

Advocacy Services

The Arc's Advocacy Program helps individuals with mental retardation and their family members. Advocates assist in securing services, protecting rights, and ensuring that individuals with mental retardation have the opportunity for full participation in their community. The Advocacy Program also educates the public about mental retardation, its prevention, and works to create positive changes in the services that affect people with disabilities.

After-school Options

After-school Options addresses the needs of teenagers who are not able to be home alone after school. Students between the ages of 13 and 21 come directly from school to meet at the Otterbein United Methodist Church in York. They participate in activities at the church, go to the YMCA for swimming, racquetball, and weightlifting, and enjoy the companionship of their peers.

Best Buddies International

Historically, individuals with mental retardation have been excluded from many of the social opportunities that most people enjoy. In collaboration with York College, students are paired with young adults affected by mental retardation and provided opportunities for one-to-one friendships and social interaction.

Camp Pennwood

Since 1962, Camp Pennwood has given children and youth with mental retardation the opportunity to enjoy a traditional day-camp experience. Campers between the ages of 6 and 21 enjoy arts and crafts, swimming, archery, horseback riding, and other fun-filled activities. With dedicated staff and volunteer assistance, a safe and educational camp is provided for nearly 70 children who participate each year.

P.A.V.E. (Pennwood Adult Vacation Experience)

In June, adults 18 years and older are provided a one-week opportunity to enjoy nature at Camp Pennwood and to participate in a variety of local and regional recreational activities.

Give Your Baby a Chance!

Fetal Alcohol Syndrome is the most preventable cause of mental retardation. The Arc conducts a public education campaign that builds awareness about the dangers of drinking alcohol and abusing drugs during pregnancy to young people in classrooms throughout York.

Penn Employment Services

The Arc's Penn Employment Service helps motivated and qualified individuals with disabilities find jobs that meet their interests and needs. Penn Employment, in cooperation with Bell Socialization Services, offers individuals the means to learn specific job skills and to find satisfying employment. A "job coach" reports to the job with the individual and provides training and follow-up services with the employee to ensure the job is adequately performed without experiencing any difficulties. Penn Employment Services also partners with local school districts to provide community exploration and volunteer/part-time paid employment services to high school students in order to prepare them for life after high school.

Pennsylvania Assistive Technology Lending Library

As a local branch of the Pennsylvania Assistive Technology Library, The Arc helps individuals with the application process required to borrow assistive technology devices. Schools may also use this system to secure equipment loans not available through the PA Training and Technical Assistance Network.