



Arc of Greater New Orleans Member of the Board of Directors Job Description

Mission

Arc of Greater New Orleans is committed to securing for all people with intellectual disabilities the opportunity to develop, function, and live to their fullest potential.

For more information, please Arc of Greater New Orleans's website at <https://arcgno.org/>.

Position

The Board will support the work of Arc of Greater New Orleans and provide mission-based leadership and strategic governance. While day-to-day operations are led by Arc of Greater New Orleans' chief executive officer (CEO), the Board-CEO relationship is a partnership based on the Carver Governance model, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

Leadership, governance and oversight

- Serving as a trusted advisor to the CEO as s/he develops and implements Arc of Greater New Orleans's strategic plan
- Reviewing outcomes and metrics created by Arc of Greater New Orleans for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Approving Arc of Greater New Orleans's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the CEO
- Assisting the CEO and board chair in identifying and recruiting other Board Members
- Partnering with the CEO and other board members to ensure that board resolutions are carried out

- Serving on committees or task forces and taking on special assignments
- Representing Arc of Greater New Orleans to stakeholders; acting as an ambassador for the organization
- Ensuring Arc of Greater New Orleans' commitment to a diverse board and staff that reflects the communities Arc of Greater New Orleans serves

Fundraising

Board Members will actively support and participate in fundraising activities for Arc of Greater New Orleans. This includes attendance and sponsorship where possible at fundraising events and network outreach in support of fundraising campaigns. So that Arc of Greater New Orleans can credibly solicit contributions from foundations, organizations, and individuals, Arc of Greater New Orleans expects to have 100 percent of Board Members make an effort to support Arc of Greater New Orleans fundraising efforts.

Board terms/participation

Arc of Greater New Orleans' Board tenure averages 5-7 years. Board meetings are held monthly, with 9 meetings throughout the year held both in-person at Arc of Greater New Orleans headquarters and via video conference. Board Members are expected to pursue leadership positions within the board during their tenure.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about Arc of Greater New Orleans' mission. Selected Board Members will demonstrate an understanding of Arc of Greater New Orleans' services and history and understand the roles and duties of a board member. His/her participation will allow him/her to attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

- A commitment to and understanding of Arc of Greater New Orleans' beneficiaries, preferably based on experience

- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of Arc of Greater New Orleans's beneficiaries

Service on Arc of Greater New Orleans's Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.

Please see reference to Carver Governance Model:

<https://www.carvergovernance.com/model.htm&sa=D&source=editors&ust=1615226245771000&usg=AOvVaw2Ot23Zxrvi3Qkbo96qo4Vn>