2020 ARC Board Member Roles and Responsibilities

MISSION
The Associated Recreation Council (ARC) and its member Advisory Councils inspire engagement and participation in equitable, dynamic, culturally relevant, and responsive recreation and lifelong learning programs. For further details about ARC's programs and services, visit www.arcseattle.org.

BOARD OF DIRECTORS
The Board of Directors is a group of dedicated volunteers committed to advancing the mission and programs of ARC. The Board establishes overall policy and long-term strategy for ARC, oversees organizational management, and monitors ARC's fiscal stability. While day-to-day operations are led by ARC's Executive Director, appropriate involvement of the Board is both critical and expected.

QUALIFICATIONS
This is an extraordinary opportunity for an individual who is passionate about ARC's mission and commitment. Ideal candidates are driven to serve on a board that promotes the following values:

1. Community Engagement and Participation
2. Equitable Access
3. Mutual Respect
4. Community
5. Accountability
6. Commitment to Race and Social Justice

BOARD MEMBER RESPONSIBILITIES

1. Provide Leadership, Governance and Oversight

- Ensure ARC's commitment to the City of Seattle's Race and Social Justice Initiative, including a diverse board and staff that reflects the communities ARC serves
- Serve as trusted advisers to the Executive Director on strategic plan development
- Review evaluation data to regularly assess organizational impact and performance
- Review and approve the annual budget, audit reports, and material business decisions
- Consider and vote on the ARC Executive Committee's recommendation regarding the annual performance evaluation of the Executive Director
- Assist the Executive Director and Board Chair in recruiting new Board members
- Participate with the Executive Director and the Executive Committee to ensure that board resolutions are carried out.

2. Attend and Participate in Board Meetings.
Board meetings are where the formal Board work occurs. Therefore, it is crucial to the board's overall effectiveness to have high levels of attendance and participation by all board members.

- The ARC Board meets 6-7 times per year. Board meetings are held during the lunch hour on the third Tuesday of the month at varying locations throughout Seattle.
- Board members are expected to attend all Board meetings.
- Three consecutive, unexcused absences will be considered a resignation.
- If a member is unable to attend a meeting, he or she should notify the Board President, Board Secretary or Executive Director in advance. Except under special circumstances, which should be discussed with the Board President or Executive Director in advance, a Board member should not miss consecutive Board meetings.
- All Board members should make a personal commitment to attend the Annual General Meeting (when officers are elected) and the Annual Retreat.
- To foster meaningful discussions and effective decision-making, Board members are expected to prepare for Board meetings by reading meeting materials in advance.

3. Serve on a Board Committee.
The ARC Board currently has the following Committees and Task Forces in place; each board member is asked to serve on either the Constituency/Advocacy or Governance Committee:

- Executive Committee (President, Vice President, Secretary and Treasurer)
- Constituency/Advocacy Committee
- Governance Committee

Each Board member is expected to serve on at least one Committee or Task Force, attend meetings, and participate actively, contributing time, expertise, and other resources to achieve the committee/task force goals. Committees and Task Forces set their own schedule of regular meetings.

4. Support Fundraising Efforts.
Each ARC Board member is expected to make a time commitment and annual donation that is meaningful to them.

5. Attend ARC Events.
Each Board member should make every effort to attend the Annual General Meeting, the President's Meeting, and other special events sponsored by ARC. Board members are encouraged to invite guests to ARC events, in an effort to introduce new individuals and businesses to ARC and broaden the organization's network of support.

6. Promote and Advocate for ARC in the Community.
Each Board member advances the work of ARC by serving as an advocate and ambassador on behalf of ARC, and by promoting ARC's mission, programs, and services in the Board member's own personal and professional circles. Board members can accomplish this by talking about ARC with others – especially key partners and stake holders, recruiting new

donor prospects and potential board members, and describing his or her ARC Board affiliation in resumes and program biographies.

BOARD MEMBER TERMS

Board members generally serve for an initial term of up to three years, which is renewable for a maximum of two terms.