



January 2020

Thank you for your interest to serve on the Board of Directors for The Arc San Francisco. The Board's mission is to provide guidance and direction to The Arc San Francisco in order to fulfill Arc's vision that reflects its core values, while maintaining accountability and realizing the organization's responsibility to the community, its constituents and the government with which it functions.

The basic Board of Directors' duties and responsibilities include the duty of care, loyalty, and obedience.

The duty of care requires board members to actively participate in governance issues and to make sound and informed judgments. This duty is commonly expressed as the duty of "care that an ordinarily prudent person would exercise in a like position and under similar circumstances."

The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. When acting on behalf of the organization, board members must put the interests of the nonprofit before any personal or professional concerns and avoid potential conflicts of interest.

The duty of obedience requires that board members ensure that the organization complies with all applicable federal, state, and local laws and regulations, and that it remains committed to its established mission (e.g. charitable purpose).

Board Service

The term of office for a Board Director shall be three years from the date of election. A director may serve a maximum of two (2) three-year terms, with an option to serve one (1) additional three-year term upon invitation by the Board of Directors.

A member of the Board of Directors is to attend six (6) regular meetings and two (2) board retreats annually. Each Board of Director is to serve on two board committees (i.e., Audit, Business Development and Programs, Executive, Finance, Governance, and/or Development.)

Directors shall serve without compensation for their services, except for reimbursement

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for reasonable and proper expenses incurred by them in the interest of the Corporation, as previously approved by the Executive Director or his or her authorized staff.

How to Apply

To apply to be an Arc San Francisco Board member, please complete and submit your application by email to mtw@thearc.org or by mail to:

The Arc San Francisco, Board Member Application
Attn: Matthew Tarver-Wahlquist, Executive Director
1500 Howard Street
San Francisco, CA 94103

Next Steps

The Governance Committee will review your application. Next steps may include a request for additional information or an interview with the Governance committee members.

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