



GOVERNANCE OF THE CENTER

Updated 3-2018

AN INVITATION

On behalf of RRCI: Empowering People with Disabilities (RRCI), please accept our appreciation for your interest in our organization.

The intention of this manual is to assist existing board members in their task and provide an introduction to possible new members of the board. Chances are that another board member or staff has already introduced you to the Center as a candidate for the board of directors. We are always looking for people that have particular knowledge or skills that could represent the community on our volunteer governing board.

As a volunteer you will use your talents, knowledge, skills and community relations to help advance the Mission and Goals of RRCI: Empowering People with Disabilities. As a board member you are joining into a partnership, adopting the philosophies, goals and ideals as your own. Our current board is representative of several leaders with various areas of expertise. We hope you will consider melding your skills and knowledge to our diverse board. We also hope that the experiences we offer you will increase your personal and professional expectations.

Regardless of where you live, you are welcome to join the board from any of the nine counties in RRCI's service area including Wayne, Piute, Sevier, Millard, Beaver, Garfield, Iron, Kane, or Washington. RRCI has technology in place to assist in remote communications for all board members.

We hope that after reviewing this material you will have a desire to join the board. Complete the application and return it to the Executive Director or the President of the board.

Sincerely,

Barbara Lefler

Executive Director

George Gehling

President, Board of Directors

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ABOUT RRCI: EMPOWERING PEOPLE WITH DISABILITIES

RRCI: Empowering People with Disabilities (RRCI) is a 501 (c) 3 not-for-profit corporation. The Board of Directors accepted the responsibilities of governing the new Center on January 1, 1998. The Center serves nine southwestern counties of Utah (Washington, Iron, Kane, Beaver, Sevier, Garfield, Wayne, Piute, and Millard).

The staff, in conjunction with the board are committed to running the Center in compliance with the Rehabilitation Act. The Center provides the four core services; Advocacy, Peer support, Information and Referral, and Independent Living Skills Training. The Center also has an active nursing home transition program, maintains a loan bank of used adaptive equipment and devices and has a program that serves people who are older and blind. The Center serves people of all ages and all disabilities. We take great pleasure in identifying the needs and upholding the rights of people with disabilities.

RRCI focuses on revisiting the grass roots philosophies of independent living while applying the core services. The increased awareness of the Center will establish opportunities to expand outreach to other people with disabilities and communities that need education in disability rights and the elimination of negative stereotyping.

The Center Mission statement

“Empowering people with disabilities in southwestern Utah to live independently through education, individualized services, and technology.”

FUNDING SOURCE INFORMATION

The base funding sources are:

Utah State Office of Rehabilitation 200 E. 500 S. PO Box 14200 Salt Lake City, Utah 84111-3272	State I.L., Community Integration, Title VII Assistive Technology and Chapter 2
Contact: Tom England	

ED/OSERS/RSA/Independent Living Branch 400 Maryland Avenue, SW PCP Building, Room 5050 Washington, DC 20202 Phone: (202) 245-7544 FAX: (202) 245-7593 E-Mail: roslyn.thompson@ed.gov	Title VII Part C
Contact: Roslyn Thompson	

Alternative funding sources are always being sought. RRCI holds an Annual fundraiser and will consider any alternatives that could enhance the Centers ability expand programs for independence. Fundraising is one of the major responsibilities of the board.

RRCI: EMPOWERING PEOPLE WITH DISABILITIES BOARD OF DIRECTORS

Volunteerism is a mainstay in our community today. RRCI Board of Directors embodies that spirit of volunteerism. They use their collective wisdom as a body to guide RRCI in serving people with disabilities. Each board member is a steward for the public by extending their knowledge and skills to the Center by:

*Providing policy direction,
Exercising legal and fiscal control,
Ensuring sound management and
Supporting the mission and vision of the Center.
Fundraising.*

The Board and the Executive Director work in partnership: The board governs the plans, policies and management and the Executive Director manages the operations. Together they provide the structure and supports to assure the success of the organization.

COMMITMENT

Your time is precious and we recognize it as a commodity to be used wisely. Serving on the board does require a commitment of time to fulfill Center obligations. The following provides some idea of the time commitment associated with being an important volunteer of the Board of Directors:

- The term for the board of directors is three years. A person may serve two consecutive terms.
- The board meets once a month generally on the third Wednesday (a minimum of ten times a year). Meeting times may vary and are determined by a majority vote at each meeting. Currently, the board meets from 3:00 PM until the completion of business, or 5:00 pm. Meetings are typically held at the Center.
- While attendance at each meeting is expected, there is recognition that busy schedules, personal matters, or illness might occasionally interfere with board attendance. Board members are expected to not miss more than 2 meetings, please notify the president if you are going to miss a meeting and when possible provide any input you wish to share with the other members.
- The board has at least one annual retreat. The importance of attendance at this annual event can not be expressed enough, this is where we review the accomplishments of the previous year, reaffirm our mission statement and draft our plans for the years to come.

- Each board member is asked to identify a task, goal or set of activities that they will take responsibility for on behalf of the Center and people with disabilities. Some examples include:
 1. Meeting with community leaders, government officials, legislators or corporate executives to inform them of RRCI: Empowering People with Disabilities and disability issues.
 2. Lead/Participate in the development of fundraising activities.
 3. Chairing a task force or committee.
 4. Participate in town meetings.
 5. Identifying a project using your personal or professional interest approved by the board, as representing the Center.

HOW MUCH TIME IS INVOLVED

The average amount of time a board member will devote to board obligations is 7 hours per month. Time obligations would be increased for members serving as officers or on more than one committee. Board members can selectively increase the amount of time devoted to Board issues by increasing their activities.

ELECTIONS & OFFICERS

Article V: Officers of the Board of Directors

Section 1. The officers of the board (president, vice president, secretary, and treasurer) must be elected by the board from its membership.

Section 2. The term of office shall be one year to coincide with the annual meeting of the board. Whenever an officer on the board vacates her/his position before the end of her/his term, election of a replacement will be held as soon as possible and must be only for the remainder of that term. An officer may not be elected to serve for more than two consecutive one-year terms in the same office, but may be eligible again after an interval of one year.

Section 3. The president will have such powers and perform other duties as prescribed by these by-laws, and will have, in general, the powers and duties appurtenant to the office of president. The president will perform the following duties:

1. Preside at meetings of the board of directors.
2. Ensure that the actions of the corporation are in accordance with the by-laws
3. With the advice and consent of the board, appoint all committees
4. Be an ex-officio member of all committees
5. Exercise general supervision over the work of all committees and that of other officers, in order to assure that the objectives of the RRCI are executed in the best possible manner.
6. Authenticate by her/his signature, when necessary, all acts, orders, and proceedings of the RRCI
7. Be responsible for submission of the audited financial report to all board members 15 days prior to the annual meeting

Section 4. The vice president shall:

1. Assume the duties of the President in the absence of the President or through designation of the President.
2. Counsel with the President.
3. Assist the President in carrying out Board responsibilities.
4. In the event the President is unable to complete their full term, the Vice-President shall assume the duties of the President until the term expires. The board may choose to elect a new Vice-chair to complete the current term.

Section 5. The secretary oversees the minutes of board meetings to ensure that they are complete and accurate. In the event of the temporary absence of both the president and vice president, the secretary shall perform the duties of the president. In the event of the simultaneous and permanent vacancy of the president and the vice president, the secretary will succeed to the office of the president until a new president is elected. The secretary shall:

1. Record and distribute minutes of all Board and Executive Committee meetings.
2. Assure that notice of meetings are distributed
3. Assure that records of attendance and terms of office are maintained.
4. Other activities incident to the office of Secretary as assigned by the President.

Section 6. When possible the Treasurer shall have fiscal management skills and experience. The Treasurer shall:

1. Chair the Finance Committee.
2. Oversee fiscal management and reporting of funds distributed to and by the Red Rock Center for Independence.
3. Report current fiscal status of RRCI: Empowering People with Disabilities at regularly scheduled or special meetings of the Board.
4. Work with staff on the development of the annual budget and on budget amendments when necessary.

OTHER PERTINENT INFORMATION

- ✓ RRCI provides a Director and Officers Insurance Policy that will cover up to one million dollars per incidence.
- ✓ RRCI completes an Annual Audit by a certified accountant.
- ✓ RRCI maintains a staff of 10-14 plus 4 or 5 consumers providing peer support.
- ✓ RRCI conducts most of its banking with three accounts at a respected institution; one checking account, one transfer/holding account, and one savings. RRCI also maintains a line of credit to bridge the time period between provision of services and reimbursement from government sources and grants.



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RRCI BOARD OF DIRECTORS APPLICATION

If and when there is a vacancy on RRCI: Empowering People with Disabilities Board of Directors, I would like to be considered. I would be committed to the support and advancement of the organization's mission.

Please attach your resume.

Please type or print:

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email: _____

Which Best Describes You\Your Areas of Interest: Check all that apply

- | | |
|---|--|
| <input type="checkbox"/> Person with a Disability | <input type="checkbox"/> Service Provider |
| <input type="checkbox"/> Family w/Disability | <input type="checkbox"/> Activities for People with Disabilities |
| <input type="checkbox"/> Child | <input type="checkbox"/> Advocate |
| <input type="checkbox"/> Sibling | <input type="checkbox"/> Financial |
| <input type="checkbox"/> Parent | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Friend with a disability | <input type="checkbox"/> Legal |

How much time would you be able to commit to board activities?

- 4 to 6 hours/month 7 to 9 hours/month 10 or more hours/month

The board would like its membership to provide cross-disability representation. Are you a person with a disability?

Yes No

If yes, what is your disability? (This information will remain confidential.)

What qualifications/experience/special qualities or skills do you have that would make you an effective member of the board?

Add any additional information including prior volunteer experience you would like the board to know about you.

I have reviewed RRCI: Empowering People with Disabilities Board Member Agreement, and will complete that agreement if this application is accepted.

Signature

Date