

Board Of Directors Role Descriptions

President, Founder & Chief Executive Officer

Direct - Accountable for the legal, financial and philosophical aspects of ARC International Corporation, Inc. Responsible for the management and overall vision of the organization.

Advocate & Educate – Understanding the education and training mission of ARC International Corporation, Inc., represent and communicate the interests of ARC International Corporation, Inc. to the community.

Facilitate - Foster participation in the activities of ARC International Corporation, Inc. Recruit and develop leaders to serve on committees, enabling their active engagement in the organization. Gather the human and financial resources to revitalize ARC International Corporation, Inc.

Build Consensus – Solicit the input from all ARC International Corporation, Inc. constituents and create a unified vision of growth.

Stimulate Action – Inspire constituents, committee members, government, and all those with resources helpful to ARC International Corporation, Inc. to invest in the training programs and connect in Covenant relationships with ARC

Participate – Contribute your enthusiasm and skills to further ARC International Corporation, Inc. mission. Take part in special events, meetings, discussions and other happenings of the organization.

Vice President/Operations

Responsible for ensuring ARC has the best working environment and processes. Evaluate how ARC operates. Manage the implementation of business guidelines and strategies, work with other directors to ensure everything runs smoothly and in accordance with any guidelines.

- Ensuring financial targets and other agreed targets are met in all departments
- Reviewing working practices to ascertain if it is successful and if not, devise an alternative
- Making sure safety regulations are followed
- Ensuring the business operates within the company's mission statement
- Investigating customer satisfaction and reporting any issues

Treasurer

Manages daily cash balances and ensures that ARC's cash flow is adequate to allow it to operate effectively. Forecasts cash payments and anticipates challenges arising from limited cash flow. Assists CEO in making decisions on company finances, for example, the funding of company operations;

- Manages finances of the organization
- Manages fiscal matters of the organization
- Creates and provides annual budget to the board for members' approval
- Ensures development and board review of financial policies and procedures

Secretary

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements and to enable authorized persons to determine when, how, and by whom the board's business was conducted. To fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, maintains membership records, fulfills any other duties as the need arises and/or as defined in the bylaws.

- Minutes
- Custodian of records
- Membership Records
- Bylaws
- Communication
- Meetings
- Signing Officer
- Filing of Documents

Sargent at Arms

The Sergeant-at-Arms is a key officer of the Board of Directors, responsible for maintaining order, decorum, and adherence to organizational procedures during meetings and events. This individual ensures that all board activities are conducted in a professional, respectful, and efficient manner, fostering a collaborative environment that aligns with the nonprofit's mission and values.

Key Responsibilities

1. **Meeting Management:**
 - Assist the Board Chair in ensuring meetings start and end on time.
 - Enforce adherence to the agenda and parliamentary procedures (e.g., Robert's Rules of Order).
 2. **Order and Decorum:**
 - Maintain order during meetings, mediating disruptions or conflicts as they arise.
 - Uphold the organization's policies for respectful communication and behavior.
 3. **Security and Access Control:**
 - Ensure the confidentiality and security of board meetings, including managing access to sensitive sessions.
 - Monitor and report any potential breaches of protocol or security issues.
 4. **Logistical Support:**
 - Assist in setting up the meeting space, ensuring appropriate materials and technology are available.
 - Coordinate with the Secretary to distribute necessary documents or materials to board members.
 5. **Conflict Resolution:**
 - Serve as a neutral party to help resolve disputes among board members when necessary.
 - Ensure conflicts are documented and addressed in line with the organization's policies.
 6. **Enforcement of Board Policies:**
 - Monitor and report violations of the organization's bylaws or policies.
 - Advise the board on procedural or policy improvements related to governance.
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Qualifications and Skills

- Strong understanding of the nonprofit's mission, values, and bylaws.
- Knowledge of parliamentary procedures, such as Robert's Rules of Order.
- Excellent communication, mediation, and conflict-resolution skills.
- High level of integrity, discretion, and professionalism.
- Ability to manage time and prioritize tasks effectively.

Chaplain

The Chaplain is a vital member of the Board of Directors, responsible for providing spiritual guidance, emotional support, and moral encouragement to the board and the organization as a whole. This individual ensures that board meetings and organizational activities are grounded in the values and mission of the nonprofit, offering prayers, devotions, and other spiritual practices as needed.

Key Responsibilities

1. **Spiritual Leadership:**
 - Lead the board in prayer or devotions at the beginning and/or end of meetings.
 - Offer spiritual encouragement and support to board members, staff, and volunteers.
 - Provide scriptural or inspirational guidance aligned with the organization's mission.
2. **Pastoral Care:**
 - Be available to board members, staff, and volunteers for counsel, comfort, and support during times of need.
 - Address spiritual and emotional needs within the organization, particularly during challenging times or conflicts.
3. **Ethical Guidance:**
 - Support the board in upholding the organization's values and ensuring decisions reflect moral integrity.
 - Assist in fostering a culture of compassion, respect, and ethical accountability.
4. **Event Support:**
 - Provide spiritual leadership or invocations at key organizational events, such as fundraisers, community outreach programs, or special ceremonies.
 - Assist in planning and leading memorials, dedications, or other significant occasions as needed.
5. **Team Building and Morale:**
 - Facilitate moments of reflection or encouragement during board retreats or team-building activities.
 - Promote unity and mutual respect within the board and organization.

Qualifications and Skills

- A strong personal commitment to the organization's mission and values.
- Proven experience in pastoral care, ministry, or chaplaincy (ordained ministry is preferred but not required).
- Excellent interpersonal and communication skills.
- Compassionate, approachable, and able to maintain confidentiality.
- A good understanding of the spiritual and cultural context of the organization's stakeholders.