About ARC-Southeast:
Founded in 2015, ARC-Southeast provides funding and logistical support to ensure Southerners receive safe and compassionate reproductive care including abortion services. Through education and leadership development we build power in communities of color to abolish stigma and restore dignity and justice. Our work encompasses three elements of transformational culture change: Services (Abortion Funding and Practical Support), Activism Engagement leading to Leadership Development, and Building Collective Power for Systems Change.

Position Summary:
Access Reproductive Care - Southeast Board of Directors provides fiduciary oversight, mission-based leadership, strategic governance, and advice to the Co-Director's who manage day-to-day operations. The average monthly board member commitment is 5 hours per month—which includes five Board meetings per year, committee participation, new member orientation, and a retreat.

Primary Responsibilities:

Leadership:

- Capacity Building and Leadership Development
  - Provides leadership and vision to ensure ARC-Southeast's values and mission are reflected in its operations and programs.
  - Ensures the mission of ARC-Southeast is well understood and embraced by the Board, management, and other key stakeholders, and ensures congruence between decision and core values.
  - Assumes an active role in capacity-building and maintains a positive organizational environment committed to wellness for staff, interns, and volunteers.
  - Participates on at least one Board established committee.
  - Honor ARC-Southeast’s commitment to a diverse board and staff that reflects the communities we serve and ensures that Board recruitment meets the needs of the organization.
  - Leads and participates in the recruitment of Board members to meet the goals and objectives of the organization.
• **Strategic Planning**
  - Supports the development, oversight, evaluation, and implementation of the organization’s strategic plan and departmental work plans.
  - Ensures the organization is working in alignment with strategic priorities and dedicates resources to achieve goals.

• **Supervision**
  - Adheres to and maintains the governing documents of the organization, which include Articles of Incorporation, Bylaws, Constitution, Code of Ethics, and other documents governing the organization.
  - Supports in the setting of long-term and short-term goals for the organization that align with the mission and vision of the organization in partnership with the Co-Directors.
  - Establishes and monitors committees having the authority of the Board and provides well-defined responsibilities and roles for each committee.
  - Maintain ARC-Southeast's Board and Committee work plans.
  - Contributes to the hiring, ongoing evaluation, and annual performance evaluations of the Co-Directors.
  - Serves as trusted advisors to the Co-Directors as they lead the organization and implement ARC-Southeast's strategic plan.
  - Conducts necessary performance improvement plans, terminations, and other actions in accordance with personnel policies regarding the Co-Directors.

• **Evaluation**
  - Evaluates Board members needs and effectiveness of working collaboratively to meet Board development, recruitment, and orientation needs.
  - Develop performance measures for the organization and effectively use those measures to evaluate and execute corrective action plans when needed.

• **Operations**
  - Operationalize organizational values into Board culture, support the building of aligned strategies across the organization, and support effective interdependent communication and coordination across committees.
  - Work with Co-Directors to develop and implement objective, values-aligned performance measurements that instill a sense of accountability among staff ensuring safe, compassionate, and affordable reproductive health care standards are being met.
  - Support in the oversight of management and operations of the organization.
Ensures that management has established appropriate policies to define and identify conflicts of interest throughout the organization, and diligently administers and enforces those policies.

Adheres to conflict of interest policy requirements regarding excusing themselves from discussions, decisions, and votes where a perceived or substantive conflict of interest exists.

**Fund Development:**

- **Fundraising**
  - Supports organizational fundraising efforts and actively participates through personal contributions and/or by generating support for the organization.
  - Maintains fiduciary responsibility by making a meaningful annual contribution that is commensurate with the Board member’s financial capacity.
  - Supports the cultivation of relationships and opportunities with funders and donors.
  - Identifies and executes development strategies and promotes the visibility of ARC-Southeast among prospective donors.

- **Financial Health**
  - Approves the annual budget of the organization, including setting targets for reserves.
  - Provides oversight and support for the Finance Committee of the organization including oversight relating to audits of ARC-Southeast’s financial statements and internal controls, ensuring compliance with federal and state reporting requirements.
  - Oversees financial management, values-based growth, and fiscal sustainability and accountability of the organization.
  - Provides risk management oversight through monitoring financial results, operational liability, and organizational reputation within the community.
  - Verifies that published reports and financial documents provided to the Board are transparent and properly reflect the operating results and financial condition of the organization.

**Communications:**

- Acts as an organizational spokesperson and champion, educating and advocating on behalf of ARC-Southeast’s constituencies in public arenas.
- Serve as an articulate, passionate, and visible spokesperson and as a prominent leader throughout the organization, among stakeholders, in the community, and nationally, as applicable.
- Participates in public speaking opportunities as well as media interviews for digital, print, and television.
Miscellaneous:
● Actively participate in required convenings, summits, retreats, and Board meetings.
● Prepares in advance of Board meetings; asks questions, exercises independent judgment, and requests information to take responsibility for making decisions on issues, policies, and other Board matters.
● Protects the organization by keeping information confidential.

Board Terms:
● ARC-Southeast Board Members may serve two 3-year terms or 3 two-year terms, serving for no more than six consecutive years.
● ARC-Southeast Board Officers serve a one-year term, eligible for re-appointment for additional terms.
● ARC-Southeast Board Members serve on Committees for one-year terms with continued participation evaluated annually by the Board as part of its regular planning process.

APPLY:
Applications are considered on a rolling basis. No calls please. We regret that we will only be able to contact those applicants selected for an interview. Any questions should be directed to the ARC-Southeast Board of Directors and emailed to board@arc-southeast.org.

ARC-Southeast is committed to building a Board of Directors that reflects our values of equity and inclusion with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, gender identity, and sexual orientation. As a reproductive justice organization working in solidarity with the environmental justice, economic justice and racial justice movements, ARC-Southeast is committed to fostering the leadership of women, non-binary folks, Black people, Indigenous people, people of color, trans and queer people, immigrants, and others living in marginalized communities.