



CENTER FOR PEOPLE WITH DISABILITIES BOARD JOB DESCRIPTIONS

About Center for People With Disabilities

Mission:

The Mission of the Center for People With Disabilities is to provide resources, information and advocacy to assist people with disabilities in overcoming barriers to independent living.

Vision:

The vision of CPWD is to build a community of resources, services, caregivers and consumers that collectively form a foundation of support for independent living. We encourage an integrated community that equally welcomes all members, all disabilities and cross-disabilities.

People with disabilities are a significant part of our society and community, yet as a group they have been marginalized through discrimination, misunderstanding, isolation, pity and poverty. In the 25 years since the passing of the Americans with Disabilities Act, CPWD and other Independent Living Centers have been working hard to shift the prominent practice of dependency – turning over the care, personal decisions and lifestyle of people with disabilities to institutions and managing care providers. While dependency addresses the basic needs of people with disabilities – food, medical treatment, shelter – it removes the liberty of choice and personal freedom and instead promotes paternalism and control.

Our vision is one where all people with disabilities keep their freedom of choice and are able to take the risks that we all experience by living fully. To fulfill this vision, we have been a provider and a network for resources, information, programs and personal care that enable people with disabilities to overcome dependency and conquer the barriers to independent living.

The greater community that will successfully integrate people with disabilities includes all citizens, not just service providers. Therefore, the shift we seek exists both in how and what kinds of services and resources are delivered, as well as creating greater awareness and promoting integration in our society, particularly in the areas of transportation, housing, employment and physical access.

We invite all members of our community to join us in this vision to change the way we regard and engage with people with disabilities, reverse marginalization and dependency, and build an integrated society founded on our core beliefs of personal freedom and equal rights.

About Board of Directors Members at Large

Center for People with Disabilities (CPWD) is comprised of up to 15 members and no less than three (3) members, including the Executive Committee. The Executive Committee includes the Board Chair, Vice Chair, Treasurer, and Secretary. Members of the Executive Committee accept additional responsibilities to the members-at-large whose responsibilities are listed below. A minimum requirement of 51% of board members shall have significant disabilities. Remaining legal requirements of the Board of Directors are listed in the organizational bylaws.

CPWD's Board of Directors is the governing body, overseeing vision, mission, and internal operations of the organization. CPWD Board members are elected for staggered two-year terms with an unrestricted number of terms. Board members hold overall fiscal and managerial oversight responsibility for CPWD. They are charged with the supervision and oversight of CPWD's mission. They are responsible for making decisions, delegating work, and assuring decisions are carried out in the manner intended. Ultimately, board members serve as ambassadors for CPWD's mission, inside and outside of organizational commitments.

Basic Roles & Responsibilities of Nonprofit Board of Directors



1. Determine mission & purpose
2. Select the chief executive
3. Support & evaluate the chief executive
4. Ensure effective planning
5. Monitor & strengthen programs & services
6. Ensure adequate financial resources
7. Protect assets & provide financial oversight
8. Build a competent board
9. Ensure legal & ethical integrity
10. Enhance the organization's public standing

CPWD Board Responsibilities

- Serve as a leading ambassador of CPWD's mission, programs, and services, including board recruitment and orientation.
- Agree to a two-year board term with the option of unlimited term renewals
- Regularly attend monthly Board meetings and important related meetings.
- Attend at least two other CPWD meetings (educational or social) per year.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Serve on at least one committee as needed, preferably as chair, and attend committee meetings.
- Make a serious commitment to participate actively in Board and other CPWD work.
- Prepare and approve necessary organizational policies.
- Participate in fundraising activities as appropriate and determined in partnership with the Executive Director. This could mean hosting an event, thanking a donor, serving as a prospect buddy, or one of many other activities.
- Commit to attend one to two educational sessions on board governance and nonprofit leadership annually.
- Participate in annual self-evaluation of personal board service.
- Participate in hiring and oversight of Executive Director.
- Be knowledgeable about CPWD's mission, vision, programs, and events.
- Stay informed about Board matters, prepare for meetings, and review and comment on issues of importance.
- Participate in creation of strategic plan and conduct annual review of the strategic plan.
- Build a collegial working relationship with board members and other CPWD stakeholders.
- Respond to requests for feedback or decisions between meetings over email in a timely manner.
- Understand financial statements or commit to learning about financial management.

Qualifications for Service

- Interest in and willingness to support CPWD's goals and objectives
- Initiative
- Integrity
- Analytical ability
- Sensitivity and awareness
- Leadership
- Sound decision-making ability
- Planning skills
- Ability to organize and monitor work
- Collaborative
- Ability to easily use email and other technology such as cloud services

- Responsiveness
- Knowledgeable about disability issues

About CPWD's Executive Committee

An Executive Committee will form, once CPWD's Board reaches 10 or more members. The purpose of the Executive Committee is to address issues requiring immediate attention between board meetings. Executive Committee members will provide ad hoc leadership as needed.

The Executive Committee shall consist of the officers of CPWD, including the Chair, Vice Chair, Secretary, Treasurer and Executive Director ex officio. If still serving on the Board, the immediate Past Chair shall also be an ex-officio member of the Executive Committee. Terms of all Executive Committee members are one year, for up to four consecutive years.

How to Apply for a CPWD Board Position

Please submit a letter of intention and resume, along with an [application](#). In the letter, please include your motivation to join the CPWD Board, any experience with people with disabilities, and any expertise you could bring to CPWD.

Please send inquiries and letters to: CPWD.Board@gmail.com