



PEOPLE EMPOWERED.
VOICES HEARD.
EQUITY ACHIEVED.
DIFFERENCES CELEBRATED.

Thank you for your interest in serving on the Disability Rights Idaho (DRI) Board of Directors. We are very proud of the role we play in protecting the rights of people with disabilities, and we are pleased that you are considering joining us.

The DRI Board of Directors actively participates in governing the company by approving policies, helping to set the annual work goals and objectives, providing oversight of the company finances, making grievance determinations, setting personnel policies, and raising funds. Attendance by board members at the monthly board meetings and active participation on committees is a vital element in the success of our mission. Board members find that their role is both challenging, fulfilling, and requires a dedication of time and effort that is well rewarded.

Members of the Board are volunteers, serving without compensation. DRI pays all travel costs related to attending in-person Board meetings (2 per year) and provides any reasonable accommodations or supports that may be needed for members to fully participate in carrying out the essential functions related to authorized work for the organization.

Please review the enclosed documents. To be considered for nomination, fill out the application form and conflict of interest form on our website and submit on-line, or print the completed form and mail to:

Disability Rights Idaho
Attention: Kristen Phillips
9542 W. Bethel Ct.
Boise, ID 83709

A phone interview will be conducted by the Membership Committee. You will be notified after a Board meeting regarding the Board's decision. New members will be asked to participate in DRI Board Member orientation. Newly elected members will officially begin their terms on the first of October. If you have further questions, please contact the Boise office at (866) 262-3462.

EDUCATE, ADVOCATE, INVESTIGATE, AND LITIGATE TO PROTECT AND ADVANCE THE RIGHTS OF IDAHOANS WITH DISABILITIES

9542 W Bethel Ct., Boise, ID 83709 • (208) 336-5353 • (866) 262-3462
www.disabilityrightsidaho.org • info@disabilityrightsidaho.org



**Disability
Rights
Idaho**

Mission:

Educate, advocate, investigate, and litigate to protect and advance the rights of Idahoans with disabilities.

Vision:

An Idaho where people are empowered, voices are heard, equity is achieved, and differences are celebrated.

(Formal Vision for the website and printed formats.)

Vision:

PEOPLE EMPOWERED. VOICES HEARD. EQUITY ACHIEVED. DIFFERENCES CELEBRATED.

(SWAG Vision for T-shirts, etc.)



**Disability
Rights
Idaho**

Core Values & Associated Behaviors *Respectfully Promote Human & Civil Rights*

Integrity

We are accountable for our actions, accountable to clients & each other

We are bound by the Idaho Rules of Professional Conduct & Rules of Civility

We are honest, truthful & transparent in our interactions

We comply with all confidentiality provisions in our grants & ethics rules

We are respectful in our interactions & act with humility

Quality

We act professionally & respectfully in our internal teams, with clients & with partners

We provide quality services for our clients. We are relentless in our pursuit of results

We are responsible for interactions inside the agency & in the community

We do the research & have expert knowledge of laws & issues that impact our clients

We are responsible for our work product

Dignity of Risk

We ask clients for what outcomes they want.

We provide for client choice/self-determination

We apply a client-driven approach to all advocacy services

We ask clients for their most preferred terms & language, & we use those terms & language in our notes & interactions

We assist persons with disabilities to access programs that they qualify for, allow them maximum independence & integration into their community of choice

Teamwork

We understand how our work fits the overall agency & team goals

We offer to help before being asked, (pitch in).

We humbly ask for help when we need it

We give 100% effort

We show up & do what we say we are going to do

We treat our co-workers with respect & honor each other's individuality

We have a positive outlook

Inclusivity

We value diversity—honoring people's history & experiences

We seek to eliminate cultural & linguistic biases

We are respectful of & acknowledge past trauma

We recognize intersectionality of disability, i.e., race, gender identity, culture, age, sexual identity, sexual orientation & socio-economic status

We are compassionate, empathic & nonjudgmental when working with or on behalf of people with disabilities



Disability Rights Idaho

Board of Directors

Job Description

Responsibilities

Mission and Purpose

- Determine Disability Rights Idaho's (DRI) mission and purpose.
- Set policies for DRI's operation, ensuring that the provisions of DRI's charter and federal, state and local law are being followed.
- Be familiar with the relevant laws, procedures, etc. established by the governmental agencies which affect the operations of DRI.

Programmatic and Planning

- Determine and monitor DRI's programs and services.
- Participate in the development of short- and long-term strategic planning with the Executive Director and staff.
- Ensure the effectiveness of DRI's program planning through review of DRI's annual Goals and Objectives.

Personnel

- Participate in the selection of the Executive Director.
- Support the activities and review the performance of the Executive Director on an annual basis.
- Provide adequate insurance for DRI and its staff.
- Issue sound personnel and other policies and review them at regular intervals.
- Create and approve new staff positions as needed.
- Review and act on compensation issues as needed.

- Recruit and orient new members of the Board following periodic assessment of its functions and needs.

Financial Management

- Establish fiscal policies and boundaries, including budgets and financial controls.
- Approve annual budget and ensure that monies received by DRI are spent for funded activities.
- Review how changed priorities and/or DRI capital needs will impact the agency's fiscal health and needs.

Fund Raising and Development

- Provide adequate resources for the activities of DRI through direct financial contributions and a commitment to fund raising.
- Manage resources effectively.

Representational

- Develop and maintain a communication link to the community.
- Promote DRI's activities and mission through public speaking, publications, press contacts, etc.

Terms and Attendance

- There are 12 members of the DRI Board.
- Board members are nominated by a member of the Board and elected annually at the May board meeting to a two (2) year term.
- Board members may serve up to three consecutive terms.
- Meetings are held once a month up to ten (10) times a year. Eight (8) meetings are virtual and two (2) are in person. Members are expected to attend all meetings or give notice if they are unable to attend. Following four (4) unexcused absences per year the board members will be notified that they will be removed from the Board.

Disability Rights Idaho Board of Directors Code of Ethics

As a member of the DRI Board of Directors, I agree to:

1. Listen carefully to my fellow Board Members.
2. Treat all Board Members with respect and dignity and give proper consideration to their views positions, and proposals.
3. Respect and support the majority decision of the Board.
4. Recognize that all authority is vested in the full Board only when it meets in legal session.
5. Keep will informed of developments relevant to issues that may come before the Board.
6. Participate actively in Board meeting, actions and activities.
7. Bring to the attention of the Board any issues that are believed to have an adverse effect on DRI or those we serve.
8. Attempt to interpret the needs of those we serve to DRI, and to interpret the action of the company to those we serve.
9. Refer complaints to the proper level on the chain of command.
10. Recognize that my job is to ensure that the company is well managed, not to manage the company.
11. Represent all those who DRI serves and not a particular geographic area of disability group.
12. Consider myself a "trustee" of DRI, and do my best to ensure that it is well maintained, financially secure, and always operating in the best interests of those we serve.
13. Always work to learn how to do my job better.
14. Always maintain an appropriate appearance and conduct myself in a manner consistent with the mission, guidelines and policies of DRI when participating in board functions or representing the board in any way.

Board Members are prohibited from:

1. Criticizing fellow Board Members or their opinions, in or out of the boardroom.
2. Discussing confidential proceedings of the Board, or compromising the confidentiality of any DRI client, outside the boardroom.
3. Promising how they will vote on any issue before a meeting.
4. Interfering with the duties of the Executive Director or undermining his or her authority with staff members.
5. Violating any of the bylaws or policies of the Board of Directors or the applicable federal regulations and grant requirements.

Disability Rights Idaho Board of Directors

Conflict of Interest Policy

Disability Rights Idaho adheres to Rules 1.7, 1.8, 1.9, 1.10, 1.11 and 1.12 of the Idaho Rules of Professional Conduct governing Conflict of Interest. It is the responsibility of each board member to inform the Executive Director of the company of potential conflicts of interest because of the nature of the person's employment or involvement with an agency, company or individual. Each board member will be required to sign a statement that he/she is aware of the company policy regarding identifying and disclosing potential conflicts of interest and agrees to inform the agency in the event of a potential conflict of interest.

Gifts, gratuities: Board members may not to accept gifts, gratuities, free trips, personal property or any other item of value from any outside person or organization as an inducement to do business, provide services, or in appreciation of any business done or service provided.

Outside business, professional or other interests: We recognize that board members have outside business, professional or other interests. Board members may not use their position with Disability Rights Idaho to achieve an economic advantage in any personal or business activities. During board meetings, members must disclose any conflict of interest involving an issue before the board and abstain from discussion or voting on this issue. No board member shall influence the decision of any other board member on an issue for which they have a conflict of interest.

Personal agendas: We recognize that board members may hold a wide range of personal beliefs, values and commitments. When discussing and voting on any issue before the board, the goals, objectives, mission, guiding principles and policies of Disability Rights Idaho shall be the basis for board members' actions rather than the board member's personal interests.

Services provided to Disability Rights Idaho: No board member can be compensated by the company for services rendered to the company as an employee, a contractor or otherwise, except for reasonable reimbursement paid directly to board members in accordance with Board policies.

Client services: Each board member must disclose any known potential conflict of interest with a potential client of Disability Rights Idaho. An example of a potential conflict would be an affiliation with an agency providing services to individuals with disabilities or the provision of direct services to an individual potentially eligible for services. This information will be provided to the Executive Director for use in identifying potential conflicts. If a potential conflict of interest is identified by a board member, he/she is responsible for contacting the Executive Director in a timely manner. If a conflict of interest exists, the board member will excuse him/herself from any discussion involving the issue or case presenting the conflict. Disclosures must be made in a manner which preserves the confidentiality of client information.

Best Interest of Disability Rights Idaho: Board members shall refrain from activities which are contrary to the goals, objectives, mission, guiding principles or policies of DRI, or are in violation of applicable federal regulations and grant requirements.

Disability Rights Idaho

CONFLICT OF INTEREST DISCLOSURE FORM

For members of the Board of Directors, the PAIMI Advisory Council (PAC), and DRI Employees

CONFLICT OF INTEREST DISCLOSURE STATEMENT:

Consistent with conflict of interest policies established by the Board of Directors of Disability Rights Idaho, I hereby certify that the following is a true and complete disclosure of my relationships, if any, to businesses, agencies, organizations, or other groups which have the potential of creating an actual or apparent conflict for me in carrying out my responsibilities as a Board member, PAC member or employee of Disability Rights Idaho. As used in this form, the term "immediate family member" means a person related to the individual completing this form in any of the following relationships: spouse or similar domestic partner, parent or step-parent, sibling (including brother-in-law or sister-in-law), child or stepchild.

Please check all the boxes which apply and provide the requested information.

If you need to list more than one agency, please list them all on one line, numbered (1. 2. etc.) and divided by a ";". Do the same for the type of business and position.

1. I am employed by an organization or agency or for-profit business which offers goods or services of which Disability Rights Idaho is a potential customer; or which are primarily related to people with disabilities; or provides services to clients of Disability Rights Idaho; or for any other group, organization, business or agency which a reasonable person might consider or construe as having the potential to create conflict of interest situations for me in my capacity as a Board member, PAC member or employee of Disability Rights Idaho:

Agency/Organization: _____
Type of Business/Services: _____
Your Position: _____

2. I am a director, officer, member, partner, manager, owner or shareholder (of more than 10%) of a for-profit business, or an organization or agency which offers goods or services of which Disability Rights Idaho is a potential customer; or which are primarily related to people with disabilities; or provides services to clients of Disability Rights Idaho; or for any other group, organization, business or agency which a reasonable person might consider or construe as having the potential to create conflict of interest situations for me in my capacity as a Board member, PAC member or employee of Disability Rights Idaho:

Agency/Organization: _____
Type of Business/Services: _____
Your Position: _____

3. A member of my immediate family is an employee, director, officer, member, partner, manager, owner, or shareholder (of more than 10%) of a for-profit business, agency or organization which offers goods or services of which Disability Rights Idaho is a potential customer; or primarily related to people with disabilities; or provides services to clients of Disability Rights Idaho; or for any other group, organization, business or agency which a reasonable person might consider or construe as having the potential to create conflict of interest situations for me in my capacity as a Board member, PAC member or employee of Disability Rights Idaho:

Agency/Organization: _____
Type of Business/Services: _____
Relative's Position: _____
Relationship to you: _____

4. I am a member of the following not-for-profit organizations which provide advocacy or some other type of service to people with disabilities.

Agency/Organization: _____
Type of Business/Services: _____
Your Position: _____

5. Neither I nor any member of my immediate family is an employee, officer, director, member, partner, manager, shareholder, or has a significant ownership interest in any of the types of businesses, organizations, agencies, or groups covered by the above questions.

Name (print):

Signature:

Date: _____

If You Need Help With:

- ▶ Disability Discrimination
- ▶ Educational Rights
- ▶ Barriers to Voting
- ▶ Access to Public Benefits
- ▶ Assistive Technology
- ▶ Community Access
- ▶ Abuse or Neglect
- ▶ Planning for Work
- ▶ Rights in Facilities
- ▶ Other Disability Issues

Contact Disability Rights Idaho!

Disability Rights Idaho (DRI) is the Protection and Advocacy System for the State of Idaho. This publication was made possible by funding support from SAMHSA, U.S. Administration for Community Living, Department of Health and Human Services and DOE-Rehabilitation Services Administration. The contents is solely the responsibility of DRI and does not represent the official views of any federal grantor. 100% of this publication was paid for with federal funds.

Where Can I Get Services?

Statewide Toll-Free Number

1-866-262-3462

Boise Office

9542 W Bethel Ct.
Boise, ID 83709-0538
(208) 336-5353
(208) 336-5396 (fax)

Website:

www.disabilityrightsidaho.org

Email:

info@disabilityrightsidaho.org



Protection and Advocacy Services

We Protect
Promote and
Advance
Disability Rights

The Protection and Advocacy System for Idaho

Established in 1977

ABOUT US

Disability Rights Idaho is part of the National Disability Rights Network.

We are a statewide non-profit agency which provides advocacy and legal services for people with disabilities in Idaho.

Visit our website

www.disabilityrightsidaho.org

We serve people
in Idaho with any
Type of disability

SERVICES WE PROVIDE FREE OF CHARGE

- ▶ **Inform** people with disabilities about their rights;
- ▶ **Advocate** to protect the rights of people with disabilities;
- ▶ **Monitor** conditions in public and private facilities;
- ▶ **Investigate** rights violations, abuse, neglect, or deaths in facilities;
- ▶ **Outreach** to underserved ethnic and disability communities;
- ▶ **Represent** individuals with disabilities based on priorities and case selection criteria;
- ▶ **Promote** public policies that improve the lives of people with disabilities;
- ▶ **Educate** people with disabilities, their families and representatives about self-advocacy.



ELIGIBILITY

Anyone may call Disability Rights Idaho for information or referrals.

Direct representation is available to Idahoans whose issue is directly related to their disability.

Available resources may affect the assistance we are able to provide.

DONATIONS

Disability Rights Idaho is a Section 501(c)(3) nonprofit.

Contributions to support our work are tax-deductible.

Disability Rights Idaho (DRI) – Board of Directors Application

Date: _____

Name: _____

Mailing Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ FAX: _____

E-mail: _____

DRI is committed to providing the best possible service to all potential clients. Our federal funding agencies require that our board members represent not only all of Idaho, but also reflect a range of disabilities and ages, as well as the various cultural, ethnic and societal communities. To help us achieve this diversity, please provide the following information:

1. Gender: Male Female Trans Non-Binary Two-Spirit Other _____

2. Birth date: _____

3. Race or ethnicity: _____

4. Do you have a developmental disability (DD)? Yes No

5. Do you have a mental illness (MI) Yes No

6. Do you have a disability other than DD or MI? Yes No

If yes to #6, please identify disability:

7. Does a family member have DD? Yes No

8. Does a family member have a MI? Yes No

9. Does a family member have a disability other than DD or MI? Yes No

If yes to #9, please identify disability:

- | | | |
|--|------------------------------|-----------------------------|
| 10. Are you a parent of a minor child with a disability? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 11. Are you a guardian of a person with a disability (PWD)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 12. Are you an advocate or representative of PWD? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 13. Are you knowledgeable about the needs of PWD? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 14. Are you a service provider for people with disabilities? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

We are also looking for Board members with diverse talents, interests and experiences from a variety of occupational, professional and educational backgrounds. When answering the following questions, please include any information about yourself that would enhance your participation on our Board. You may attach additional pages.

1. Occupation/profession: _____

2. Current Employer: _____

3. List any boards, councils, task forces, etc. on which you have served, when you served and any offices or committee memberships you have held:

4. List any education, training or areas of study (formal or informal) that relates to disability issues or other board experience:

5. List any other experience or knowledge (including work or volunteer experience) that relates to disability issues or serving on a board:

6. Why do you want to be a member of the Disability Rights Idaho Board of Directors?

7. Can you attend the Board meetings that are highlighted on the enclosed calendar?

Yes No

8. How many hours per month would you be willing to work on Board activities?

Email completed application to:

info@disabilityrightsidaho.org

or

Mail to:

9542 W. Bethel Ct.

Boise, Idaho 83709