



## DD Councils

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Responsibilities and Duties of Members and Staff

### The Council Member

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Govern the activities of the Council

***o*** Governance is the role you have assumed accepting the position of Council member



Duties. . . continued

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### Exercise Duty of Care

- Members of the Council should exercise reasonable care in the decision making process, using appropriate business judgment.
  
- Demonstrate Fiduciary Responsibility
  - Fiduciary means to protect the public trust.



### Responsibility to the whole

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The Council acts only collectively; and once it does so, members support its policies and decisions.

- When your Council acts, it must do so as a group.

- Individual members have absolutely no power; authority derives from your Council as a whole.



...the whole

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Members deliberate, debate and can respectfully disagree with one another regarding a particular issue.

- Once a vote is taken, members must lock arms and support your Council's decision even if a member voted against it.



...the whole

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Divisiveness depreciates the quality and clarity of your Council's voice.

- When a member finds him or herself continually unwilling to support your Council's collective will, it may be time for him or her to resign.



## The Council Staff

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### The Council Staff

#### What does the Act say?

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- The Council shall hire a Director and supervise and annually evaluate the Director
- The Director shall hire and maintain types of staff to carry out the functions of the Council
- Staff must be qualified by training and experience
- The Director also supervises and evaluates Council staff

*Note: The Director works directly for the Council and is supervised by the Council; the Council staff works directly for the Director and is supervised by the Director*

## Purpose of Staff

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Council staff provide continuity for the Council's initiatives

- o Council members have term limits and serve as volunteers appointed by the Governor.

**Council Staff are responsible to carry out the work of the Council.**



## Purpose of staff continued

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Council staff work in the field of developmental disabilities and keep their finger on the pulse of emerging trends and issues affecting people with developmental disabilities and their families in your State.



## The member – staff partnership

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- Staff members share the vision of the Council.
- Council members provide leadership and guidance for all Council activities
- Staff should provide meaningful, relevant information and assistance to the Council as it seeks to fulfill its role in your State
- Staff are the Council member's partner
- Council members are the staff's partner



## Who does what

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- Council members and Council staff have responsibilities that are directly tied to their position; other responsibilities are joint – meaning, both Council members and Council staff partner to perform the responsibility.
- The following slides are a sample of common Council staff/member/joint responsibilities



## Planning

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- o Staff

- o Direct the process of planning
- o Formulate annual objectives
- o Prepare performance reports on achievements of goals and objectives

- o Council

- o Approve long range goals
- o Approve annual objectives



## Planning, continued

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- o Joint

- o Provide input into long range goals
- o Ensure that Council activities are consistent with the Council's mission **and are supported by the DD Act**
- o Monitor achievement of goals and objectives



## Personnel

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### ○ Staff

○ Executive Director directs work of the staff and supervises and annually evaluates them

○ Hire and discharge staff member (consistent with State law)

○ Settle discord among staff

### ○ Council

○ Employ Executive Director

○ Support the Executive Director

○ Annually evaluate the Executive Director

○ Decision to add staff (could be joint – Executive Director recommends, Council approves)



## Personnel, cont'd

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### ○ Caution!

- Council members should not act as a human resource representative for a Council staff member.
- If Council staff have complaints or concerns, they must follow State personnel policies and procedures.
- Recommendation: Re-direct Council staff to follow the proper channels to resolve any problem; do not talk to other Council members about alleged problems – this will serve to foster discord.



## Programming

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### Staff

- Assess stakeholder needs (individuals with DD, families, service providers, etc.)
- Maintain program records, prepare program reports
- Prepare preliminary budget
  - Ensure expenditures are within budget during the year (also joint responsibility with Council on a regular basis)



## Programming, cont'd

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### ○ Council

- Finalize and approve budget
- Approve expenditures outside authorized budget

### ○ Joint

- Train new council members
- Clearly articulate the Council's mission, accomplishments and goals to the public



## Committees

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### o Staff

- Prepare exhibits, material and proposals for Council and Committees
- Follow-up to ensure implementation of Council and committee decisions

### o Council

- Appoint committee members
- Recruit new council/committee members
- Sign documents
- Settle differences between committees



## Committees, cont'd

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### o Joint

- Promote attendance at Council and committee meetings
- Plan agenda for Council meetings
- Take minutes at Council meetings (staff takes minutes, Council members review and approve minutes)
- Plan and propose committee organization



## Reminder

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- The role of the Council member is to provide leadership and direction (governance) for the Council
- The role of staff is to “do the work”
- Staff are hired to implement the Council’s 5-year State plan
- The Executive Director is the staff member that works for the Council (all other staff work for the Executive Director).

