

California State Council on Developmental Disabilities

Council Member Orientation and Training

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Role and Responsibility:

What is the difference?

- Role defines your position within an organization.
- Responsibility defines the function(s) of your position.

- Before we begin talking about specific roles and responsibilities there are two things that apply to all responsibilities and should influence you roles

Governance and Management

- Council's responsibility is
 - GOVERNANCE
- Setting policy direction and priorities
- Staff responsibility is
 - MANAGEMENT
- Implements policy direction

Speak with One Voice

- The voice of the Council is the voice of the body, the whole
- How do you assure you speak as one voice to:
 - Stakeholders
 - Staff
 - Everyone

Basic Responsibilities of a DD Council Member

- Carry out the Council's mission in the DD Act
- Oversee the 5-Year Plan
- Ensure Effective Planning
- Build Competent Council
- Ensure Legal and Ethical Integrity
- Select the Executive Director
- Support and Annually Evaluate the Director
- Approve budget; provide oversight
- Enhance the DD Council's Public Standing

Carry out the Council's mission in the DD Act

- The Council's role is in the federal DD Act
- Plus, the CA Council created a statement of mission and purpose that speaks to the DD Council's goals and primary people served.
 - SCDD Vision
 - Californians with developmental disabilities are guaranteed the same full and equal opportunities for life, liberty, and the pursuit of happiness as all Americans.
 - SCDD Mission
 - The Council advocates, promotes and implements policies and practices that achieve self-determination, independence, productivity and inclusion in all aspects of community life for Californians with developmental disabilities and their families.

Develop and Oversee 5-year State plan

- DD Council members should actively participate in developing the 5-year State plan and monitor the plan's goals
- Today, you heard updates on the current plan



Ensure Effective Planning

- DD Council members should actively participate in the overall planning process for the DD Council 5- Year State Plan
- Today, you adopted the goals for the next 5-Year State Plan



Build a competent DD Council

- Identify potential members for appointment; orient and mentor new members; periodically evaluate individual and overall DD Council membership effectiveness

Ensure legal and ethical integrity

- Be knowledgeable about legal and ethical requirements for public officials; follow all conflict of interest policies (and other policies, as applicable) to ensure the public trust.



Conflict of Interest

Select the Executive Director

- Review and update the Executive Director job duties and responsibilities; undertake a careful search to find the most qualified person for the position.



Support & Annually Evaluate the Executive Director

- DD Council members should ensure the Executive Director has the moral and professional support to further the goals of the organization; annually evaluate the Executive Director following applicable policies and procedures.



Approve budget; provide financial oversight

- DD Council members should assist in developing, approving and implementing the annual budget



Council Policies

- Council, on a regular basis, evaluates and updates its policies to assure:
 - Consistency with federal DD Act and its rules
 - Consistency with state law and rules
 - Consistency with good governance

Enhance the DD Council's public standing

- Be able to talk about the DD Council mission, accomplishments and goals to the public and gain support from the community.

- In end, remember the Council governs and speaks with one voice!

Information and Resources

www.itacchelp.org – check out Resources for Council Members

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