

## COUNCIL MEMBERS' RESPONSIBILITIES

### Policy No. 101



The Council operates under a policy governance model, where Council members agree to speak with one voice on all matters affecting the Council. The general responsibilities of all Council members include the following:

**PLANNING:** Forming a course of action for each program year, including setting goals, outcomes and performance measures for the Council.

**POLICY-MAKING:** Establishing long-term directives which serve as the foundation for Council operations regarding scope of service and activity, target population, and funding sources. Internal policy is established by federal and state law, as well as the bylaws of the Council.

**FINANCIAL MANAGEMENT:** Oversight of Council funds in order to assure that all monies are utilized in the best interest of the Council, the target population, and the State of Idaho. All Council activities in the area of financial management shall be compatible with federal and state grants, regulations, and policies.

1. **ANNUAL BUDGET APPROVAL:** The Council shall annually approve the budget for projected expenses and anticipated income for a funding period.
2. **QUARTERLY BUDGET REPORTS:** The Council shall review and approve quarterly expenditure reports.
3. **ROLES OF COUNCIL AND STAFF:** The Council shall oversee the management and expenditure of all funds. It remains the role of the staff to establish and maintain bookkeeping and reporting procedures in compliance or in addition to state and/or federal law, Council By-laws or policy.

**PUBLIC RELATIONS:** Influencing the perception of the Council by the state-at-large. Each Council member should continually work to impact the image of the Council and people with developmental disabilities by building positive relationships with persons/groups/agencies in the state and within the Council itself. All Council members shall be given adequate information regarding the Council to ensure knowledgeable representation to the state-at-large.

**ADVOCACY:** Where allowed for individual members, advocating, advancing, interceding, assisting, and generally supporting appropriate public policy, services and delivery systems for persons with developmental disabilities. Before speaking or testifying to public officials on the Council's behalf, individual Council members must have approval from the Executive Director. This policy in no way is intended to interfere with each Council member's right to speak to public officials on their own behalf. As part of this process the second (2<sup>nd</sup>) quarter meeting shall always reserve a portion or all of its meeting to legislature education and advocacy.

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