

# Louisiana Developmental Disabilities Council Members' Roles and Responsibilities

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## **Role and Responsibility: What is the difference?**

Role defines a member's position on the Council

Responsibility defines basic duties and expectations of being a Council member

**Roles** on the DD Council consist of:

- Self-advocates
- Family members of individuals with developmental disabilities
- Public agency representatives
- Private agency representatives

Councils include members representing these different roles to bring a variety of perspectives, experiences, and knowledge to the discussion and decision-making process.

## **Responsibilities**

### Plan, Implement, and Monitor the Plan

Actively participate in planning, implementing, and monitoring the Five Year Plan and Annual Action Plans

- Listen to other people in the state who live with developmental disabilities or serve those who do.
- Incorporate perspectives from other people with developmental disabilities into the Council plan and actions.
- Attend quarterly Council and Committee meetings. (A Council member must be present for the business/voting portion of the meeting in order to be considered present at that meeting. As stated in the bylaws, if a member is absent from three of the four quarterly Council and/or Committee meetings in a twelve month period, the Executive Committee may ask for that member's resignation.)
- Actively participate in quarterly Council and Committee meetings.
  - Approve and monitor budgets of contract initiatives.
  - Follow the progress of initiatives.
  - Prepare for Council and Committee meetings by reading the agendas and supporting material prior to the meeting.
  - Participate in discussion and vote on matters during the meeting of the Council and assigned standing committee and any ad hoc committees.
  - Keep use of electronic devices during meetings to a minimum because attentive participation is necessary to accomplish the Council's work.
  - Participate in the development of Council positions on matters of public policy.

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## Build a Stable, Competent, and Active DD Council

Critical to the success of the principles of the DD Act is a strong, independent and vigorous Council run by and responsive to people with developmental disabilities, functioning in the public trust. The Council will only be as effective as its individual members.

- Recruit potential members for Council vacancies.
- Participate in orientation and training sessions.
- Mentor new members.
- Provide input on emergent issues with programs and develop recommendations for agency representatives to address issues.
- Set an example for other advocates by being an active member of LaCAN/LaTEACH by responding to alerts and meeting with regional legislators on a regular basis. (Council's goal is 100% participation of parent/self-advocate members.)
- Participate in local activities sponsored by the Council, LaCAN, or other Council initiatives.
- Serve on Council Ad Hoc Committees, as needed.
- Serve on other statewide groups. (Council staff will announce these opportunities.)

## Ensure Integrity and Enhance the Council's Public Standing

Council members must meet legal and ethical requirements for public officials and follow conflict of interest policies to ensure the public trust. Members should enhance the Council's public standing by promoting the Council's mission, philosophy and accomplishments.

- Adhere to the conflict of interest policy to avoid real or perceived conflicts of interest. (Conflict of interest policy is included in the Council's bylaws and policies and procedures.)
- Display transparency and accountability regarding all funding, activities, accomplishments, and challenges.
- Monitor the operating budget.
- Adhere to and advocate for the Council's mission and philosophy of self-determination, independence, productivity, integration and inclusion of persons with developmental disabilities in the community. In all cases in which a Council member is speaking as a Council member or on behalf of the Council, adhere to positions sanctioned by the Council membership. No member shall represent his or her personal opinion as that of the Council.