



## MT Council on Developmental Disabilities

### Policy # 4.2

Adopted June 19, 2008

## EXECUTIVE DIRECTOR DO'S AND DON'TS

### DO POLICIES

**DO** direct the management of the Council by:

Providing the necessary accommodations to give Council members the opportunity to participate fully in all Council activities and other related activities;

Assuring the adequate number, qualification and supervision of staff, working as a team to support and provide technical assistance to the Council, its committees, workgroups and other ad hoc committees it establishes; and

Entering into professional relationships on behalf of the Council to secure the necessary legal, accounting and other such services needed to ensure compliance of the nonprofit corporation.

**DO** represent the Council by:

Speaking on behalf of the Council within the guidelines provided and adopted positions of the Council.

Developing professional relationships with those in the media.

Authorizing staff or Council members to represent or speak on behalf of the Council within the adopted positions of the Council.

Serving as the representative of the Council to the National Association of Councils on Developmental Disabilities.

Providing information to policy makers on issues which impact people with developmental disabilities and their families.

Providing information and/or technical assistance to Council officers, Committee Chairs (including ad hoc) and workgroups or task forces as may be required or requested.

Maintaining effective working relationships with the Department of Public Health and Human Services, and other state agencies and entities providing programs for people with developmental disabilities as their programs impact the Council goals as identified in our 5-year plan-of-action.

**DO** assure the staffing of the implementation of the Council's State Plan planning process by:

Providing staff support and technical assistance to Council committees, ad hoc committees, work groups or task forces;

Providing research and analysis of issues under consideration by the Council, and;

Informing Council members about pending deadlines and potential impacts of the decisions they are considering.

**DO** implement the 5-year Plan activities by:

Contracting with outside agencies and/or supervising staff activities to accomplish the desired outcomes and performance targets;

Assuring timely intervention when contract compliance issues are discovered;

Assuring that the annual program performance report accurately reflects the activities of the Council;

Operating within the annual budget approved by the Council.

**DO** make reports to the Council on:

Staff activities;

Council budget;

Contractor activities;

Legislative and public policy matters;

Progress of the 5-year plan implementation;

Emerging issues; and

Other items as determined by the Council

**DO** represent the Council in working with, forming partnerships and assuming leadership, when appropriate, with other federal, state and/or local agencies, organizations, coalitions, associations and other such groups to further the agenda of the Council's 5-year plan and decline on involvement in those which don't.

### **DON'T POLICIES**

**DON'T** overspend the Council budget;

**DON'T** express opinions contrary to those adopted by the Council.

**DON'T** engage in advocacy activities that are contrary to positions adopted by the Council.

**DON'T** enter into a contract with a vendor or individual who does not meet the minimum criteria for meeting the project outcomes as determined by the Council.

**DON'T** be late in meeting deadlines established by the Council and/or reporting deadlines for federal and state entities.

**DON'T** be unresponsive to Council members to assure full and active participation on Council meetings and related activities.

**DON'T** assume a policy setting role for the Council.

**DON'T** violate state/federal laws, rules or regulations in the management of the Council.

**DON'T** violate delegations from the Council to the Executive Director and seek necessary clarification when delegation is unclear.