



MT Council on Developmental Disabilities

Policy # 4.3

Adopted June 19, 2008

EXECUTIVE DIRECTOR EVALUATION CRITERIA

"Do" Policies

Do assure the staffing of the implementation of the Council's 5-Year Plan of Action planning process by:

- Providing staff support and technical assistance to the Council's standing committees;
- 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 supervision staff activities to accomplish outcome measures and performance targets;
- Assuring the timely intervention when contract compliance issues are discovered;
- Assuring that annual report accurately reflects the activities of the Council;
- Operating within the budget approved by the Council.

Do direct the management of the Council by:

- Providing the necessary accommodations to give Council members the opportunity to participate fully in Council and related activities;
- Assuring the adequate qualification and supervision of staff, and that staff are working as a team to support and provide technical assistance to the Council and its committees.

Do represent the Council by:

- Speaking on behalf of the Council within the parameters set forth in the policies approved by the Council;
- Developing communication with those in the media;

- Authorizing staff or Council members to represent or speak on behalf of the Council;
- Monitoring and providing information to public policy makers on issues which impact people with developmental disabilities and their families;
- Providing information and/or technical assistance to Council officers and Committee Chairs as may be required or requested.
- Monitoring the Department of Public Health and Human Services and other state agencies providing programs for people with developmental disabilities as their programs impact the issues or activities identified in the State Plan.

Do make specified reports to the Council on:

Progress reports on "do and don't policies"

Staff Activities

Council Budget

Contractor activities

Legislative and public policy matters

Progress in the 5-year plan implementation

Emerging issues; and/or

Other items as determined by the Council

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

Don't Policies

Do not overspend the Council budget.

Do not express opinions contrary to those adopted by the Council.

Do not engage in advocacy activities that are contrary to positions adopted by the Council.

Do not be late in meeting deadlines established by the Council or federal agencies.

Do not be unresponsive to Council members to assure full and active participation on Council meetings or related activities.

Do not assume a policy setting role for the Council.

Do not violate state laws, rules or regulations in the management of the Council.

Do not violate delegations from the Council to the Executive Director and seek necessary clarification when delegation is unclear.