



## **Council Member Duties and Responsibilities**

The Florida Developmental Disabilities Council, Inc. (FDDC) is the only Council in the country that serves as an advisory board established in the Developmental Disabilities and Bill of Rights Act of 2000 and as a not-for profit organization established in Florida Statutes to serve as the designated agency to directly receive federal appropriations authorized through the federal DD Act.

The main purpose of the Council, established under the DD Act is to serve as the entity that:

1. Advocates on behalf of all persons with intellectual and developmental disabilities and their families.
2. Advises the executive and legislative branches of government and the private sector on programs, policies, and proposed legislation about current and potential services for persons with intellectual and developmental disabilities and their families.
3. Develops, implements, and revises as necessary a state plan that meets the needs of persons with intellectual and developmental disabilities and their families.
4. Coordinates and cooperates with agencies responsible for the provision of services to the DD population and advises such agencies about the developmental disabilities program goals, objectives, and priorities.

Membership of the Council shall be by appointment for a term as specified by the Governor. A member may be appointed to a second successive term. If not otherwise removed by the Governor for cause or by resignation, members continue to serve until his/her successor is appointed by the Governor. The Council will submit recommendations to the Governor for reappointments and new appointments. Membership is open to all regardless of political party affiliation.

### **SPECIFIC DUTIES:**

1. The member serves as both an advisor and board member. To serve most effectively members must follow all policies and practices outlines in the Council's Reference Manual.
2. The Council shall meet at least three (3) times a year. The Council may call additional meetings as it deems necessary. Meetings may be conducted virtually or in person. Members are expected to attend Council and assigned committee and/or task force meetings. Due to the complexity of matters considered by the Council, attendance is essential.
3. The member should review all Council materials prior to every meeting. Materials will be provided to members prior to each meeting.

4. Members should undertake committee and other leadership responsibilities when asked to do so.
5. Members are expected to advocate for FDDC issues in local communities. For example, by disseminating information, educating elected officials, attending meetings, etc.
6. Current members should work with the Executive Director to recruit and train leaders to serve on the Council.
7. The Council members should drive the Council's planning efforts by bringing information and feedback to the Council, learning about new models of services and other best practices, and staying well-informed.
8. The Council members should evaluate the Council's programs/projects periodically with the guidance of the FDDC staff and in coordination with them.
9. It is essential for members to communicate to the Council the views, needs and perceptions of the community and lay persons.
10. The Florida Developmental Disabilities Council (FDDC) has a policy and procedure of nondiscrimination regarding race, color, sex, age, religion, physical or mental disability, national origin, marital status, or any other protected categories under applicable laws. This policy extends to the Council and is applicable wherever appropriate.

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