

---

# VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES

## Commonwealth of Virginia

---

### **Board Policy 6.0: Board Committees**

It is the policy of the Virginia Board for People with Disabilities (the Board) to establish committees in order to effectively and efficiently complete the work of the Board. These Committees include but shall not be limited to: Executive Committee, Nominating Committee, Standing Committees, and Ad Hoc Committees. All Board members are expected to serve on a Standing Committee and take on additional committee responsibilities as appropriate and needed.

#### **I. Committee Responsibilities**

All committee meetings shall be open and accessible to the public in accordance with the relevant provisions of the *Virginia Freedom of Information Act*. Notice of meetings that occur in an emergency situation must be in conformance with provisions of the Virginia Freedom of Information Act. In addition to the specific responsibilities set forth for the Board's varying committees, all committee members have the following responsibilities: Committee members shall:

- A. Attend Board and committee meetings.
- B. Be informed about the Board's mission, services, policies and programs.
- C. Review agenda and Board materials prior to meetings.
- D. Take on special assignments as feasible.
- E. Inform others about the work of the Board and seek to raise public awareness of Board activities consistent with Board direction.
- F. Recommend individuals who may be interested in joining the Board or who could make significant contributions to the Board's work.
- G. Keep up to date on Board and committee related developments and policies on the state and federal level.
- H. Adhere to Conflict of Interest law and policy.
- I. Assist in carrying out the Board's fiduciary responsibilities.

## **II. The Staff Liaison Role**

Board staff are critical to ensuring the success of the work of Board's work and are hired for their knowledge, skills, and expertise in a variety of arenas. Board staff are supervised through the internal structure of the agency and other than the Executive Director are not supervised by members of the Board. Each Board committee shall have an assigned staff liaison who shall have the following responsibilities as a part of their job. Liaison assignments are at the discretion of the Executive Director and may change. Staff liaisons shall:

- A. Attend committee meetings and facilitate discussions as needed.
- B. Be thoroughly familiar with their assigned committee(s) work and the Board policies related to committee work.
- C. Provide administrative support to the Committee Chair in preparing the agenda and committee packet.
- D. Provide support for committee issues by arranging speakers, researching and compiling information, as needed.
- E. Work with external groups and agencies to identify issues and opportunities for committee attention.
- F. Work with the Committee chair to ensure that committee responsibilities are fulfilled, meeting agendas established, and appropriate follow up actions are completed.
- G. Provide guidance on administrative and process issues.
- H. Coordinate committee agendas and activities with other staff liaisons to help effect proper cross committee coordination.
- I. Provide an orientation to new Committee Chairs.

## **III. The Executive Committee**

The Executive Committee consists of the Board's officers, Standing Committee Chairs, and three (3) at large members. See Policy 5.0, Board Officials for policy relating to selection of Executive committee members. The Executive Committee shall:

- A. Assure the performance of the Board's statutory duties and review the internal organization and functions of the Board.
- B. Hire an Executive Director subject to ratification by the full Board unless such ratification authority is delegated by the Board to the Executive Committee or a Hiring Committee.

- C. Advise the Chairperson concerning the annual performance appraisal of the Executive Director.
- D. Have the authority to make non-controversial decisions and manage Board business between Board meetings, subject to policies, goals, objectives and budget limitations established by the Board. Actions of the Executive Committee shall be reported at the next meeting of the Board or earlier if reasonable to do so.
- E. Have the authority to act on behalf of the Board on emergency matters when the full Board cannot meet, provided that the subsequent concurrence of a majority of the Board members shall be necessary to make such actions valid.
- F. Have the authority to assign functions to the Board's standing committees beyond those specified in the bylaws or in policy and shall have the authority to create and dissolve ad hoc committees and designate their function.
- G. Maintain oversight of the annual budget and monitor the expenditure of Board funds through reports provided by Board staff. The Executive Committee shall recommend to the Board, the Board's operational budget and shall act on amendments to the Board's budget, as necessary and on amendments to the budgets of Board grantees, as appropriate.
- H. Appoint the Nominating Committee or may delegate that responsibility to the Chairperson.
- I. Receive reports on state mandated activities and reports.
- J. Periodically or as needed, develop, review, and monitor and make recommendations to the full Board regarding, the:
  - 1. Board bylaws
  - 2. Board operational policies
  - 3. Board development activities
  - 4. Committee operations
  - 5. Board strategic plan
  - 6. Grants manual
  - 7. External communications
  - 8. Other activities as agreed upon by the Board.
- K. Review concerns noted in any independent audit reports of the Board and monitor required corrective action.

- L. Executive Committee meetings are subject to the following guidelines:
1. A quorum of the Executive Committee is required in order for the committee to conduct business. A quorum is defined as a simple majority of the Executive Committee members.
  2. Any two (2) members) may petition for a meeting to the Chairperson
  3. The Chairperson shall preside at Executive Committee meetings and in his or her absence, the Vice Chairperson shall preside.
  4. Draft meeting minutes shall be posted to the Board's web site and other media as required under state law
  5. The Executive Committee may go into executive session providing a vote is taken in public regarding such session. When the vote is favorable, the Chairperson announces the purpose of the session. Any formal action taken in executive session must thereafter be ratified in public session prior to such actions becoming effective. Executive sessions are permitted only for the purpose of discussing or considering certain specified issues as described in the Virginia Freedom of Information Act. A copy of the Act shall be provided to new Board members at orientation and to all Board members whenever the Act is revised.

#### **IV. The Nominations Committee**

The Nominations Committee consists of three (3) members and is appointed by the Executive Committee unless such appointment is delegated to the Chairperson. Executive Committee members cannot serve on the Nominations Committee. It is recommended that the Nominations Committee represent the diversity of the Board and include cross committee representation from the Standing Committees.

- A. The purpose of the Nominations Committee is to ensure that qualified individuals fill open slots for Board officers and at large Executive Committee members consistent with Policy 5.0, Board officials.
- B. The Nominations Committee should seek to ensure reasonable continuity of Board leadership, development of skills of newer Board members, and adequate expertise and knowledge among officers and Executive Committee at large members.
- C. The Nominations Committee convenes at the March Board meeting in order to develop a slate which will be elected at the June Board meeting.
  1. The Chair of the Nominations Committee shall contact all proposed candidates for an officer or at large Executive Committee slot to ensure the individual's willingness to be considered.

2. The Chair of the Nominations Committee shall provide the written slate to the Executive Director for distribution to the Board in writing at least 10 days prior to the June Board meeting.

## V. Standing Committees

The Board shall establish Standing Committees necessary to effectively conduct its work by majority vote of the Board.

- A. The role of the Standing Committees shall be to assist the Board in fulfilling its planning and advocacy mission on behalf of all people with developmental disabilities and their families.
- B. The Board Chairperson shall appoint Standing Committee Chairpersons each July and whenever the Committee chair position becomes vacant.
  1. Standing committee Chairpersons shall preside at all committee meetings.
  2. The Chairperson of a Standing Committee shall serve as an ex officio member of any task force or ad hoc group relating to such committee.
  3. The Chairperson of a Standing Committee shall serve as a member of the Executive Committee.
  4. The Standing Committee Chairperson shall solicit volunteers to serve on Grant Review teams.
- C. All Board members shall serve on a Standing Committee.
- D. Each Standing Committee Chairperson shall report on their work and activities to the Board at regularly scheduled meetings for discussion and final determination. The Standing Committee can request that the Executive Committee determine the issue if a decision is required between Board meetings.
- E. Standing Committees shall meet at the call of its Chairperson or at the request of five (5) or more members of the Committee.
- F. Specific Standing committee responsibilities include the following:
  1. Collecting and analyzing information regarding the needs of people with disabilities and the effectiveness of programs and services in meeting those needs;
  2. Soliciting the opinions and participation of people with disabilities, family members, professionals, and advocates regarding disability issues;
  3. Recommending policies, positions and initiatives intended to enhance the disability service system;

4. Initiating and overseeing grant projects and Board Sponsored Programs which carry out the priorities of the Board;
5. Recommending and conducting activities designed to raise public awareness regarding the needs and issues of people with disabilities.

**VI. Ad hoc Committees**

The Board Chairperson may, with the advice and consent of the Executive Committee create such ad hoc committees as deemed necessary. These committees shall serve for such time as may be required to fulfill their purpose but shall not be considered permanent/standing committees.

Adopted by the Virginia Board for People with Disabilities  
Date: May 5, 2004