
VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES

Commonwealth of Virginia

Board Policy 10.0: Executive Director Authority

Consistent with Code of Virginia 51.5-33, the Board shall have the authority to hire, supervise, and annually evaluate an Executive Director to manage the daily operations of the Board and to implement its goals and objectives.

I. Powers and Duties of the Executive Director

The Executive Director is responsible for the effective and efficient administration of the policies established by the Chair. Specifically, the Executive Director shall:

- A. Select, hire, organize, evaluate, and direct the staff of the Board, consistent with personnel policies established by or consistent with the policies of the Commonwealth.
 - 1. The Executive Director shall ensure that the Board has sufficient staff to conduct its work. The Executive Director shall ensure that in accordance with the DD Act, the state does not apply hiring freezes, reductions in force, prohibitions on staff travel, or other policies to the Board, to the extent that such policies would impact staff or functions funded with federal funds and would prevent the Board from carrying out its functions under the Act.
 - 2. The Executive Director shall have the authority to hire temporary staff and/or consultants when needed to accomplish the work of the Board.
 - 3. Whenever a vacancy exists or a new position is needed, the position will be filled in accordance with state hiring policies.
 - 4. In accordance with the DD Act, the Executive Director shall ensure that Board staff are responsible solely for assisting the Board in carrying out its duties, and shall not be assigned duties by the designated state agency or any other agency or office of the state.
- B. Establish the operating budget for the Board, subject to Board approval, and allocate funds among strategies, programs, and projects within the limits of statutory authority.
 - 1. The Executive Director has the authority to transfer funds between budget sub-object codes within the same sub-object code series.

2. The Executive Director has the authority to transfer funds of up to 20% of a line item from one sub-object code series to another sub-object code series.
 3. Increases in total Operating Expenses or line item transfers of above 20% from one sub-object code series to another requires Board approval. The Executive Committee may approve such changes when the modification cannot wait for the next regular Board meeting.
 3. Quarterly budget status reports shall be provided to the Executive Committee in a format agreed upon by the Committee.
 4. The Executive Director shall have the availability of discretionary funding in the amount of \$10,000 per fiscal year to meet unanticipated needs or engage in special projects or activities that are consistent with state plan goals.
- C. Manage the daily operations of the Board and its staff and serve as primary liaison to Board members.
 - D. Ensure that all state and federal reporting, audit, prompt payment and other compliance requirements are met.
 - E. Approve expenditures of funds within the budget approved by the Board and in accordance with state and federal laws and regulations.
 - F. Represent the Board and serve as official spokesperson for the Board to the Governor, Legislature, the public, or other organized groups as required.
 - G. Report in a timely manner all relevant information first to the Chairperson and subsequently to all members of the Board in such a manner that the members are equally well informed on matters that concern the Board.
 - H. Enter into Interagency Agreements and Memorandum of Understanding with other agencies and organizations, including Memoranda of Understanding relating to the provision of support services in the areas of human resources, information technology, fiscal support, and other administrative support.
 - I. Recommend to the Board, policy positions and programmatic and budgetary activities to implement the Board state planning and strategic planning activities.
 - J. Provide assistance and support to the Board Chairperson and Executive Committee.
 - K. Delegate responsibilities to other Board staff as appropriate.

Adopted by the Virginia Board for People with Disabilities

Date: May 5, 2004

