

VALLEY MOUNTAIN REGIONAL CENTER

BOARD MEMBER RESPONSIBILITIES AND BACKGROUND

The Board of Directors of Valley Mountain Regional Center is responsible for determining the goals of the agency, determining agency policy, and approving the annual budget. As a group and individually, members of the board are legally and morally responsible for all activities of the agency.

RESPONSIBILITIES:

1. Continues the corporate existence of the agency to provide comprehensive services to persons with developmental disabilities in Amador, Calaveras, San Joaquin, Stanislaus and Tuolumne Counties.
2. Ensures that the agency carries out the intent of the Lanterman legislation.
3. Adopts bylaws and ensures that the agency operates within them.
4. Acts on proposed revisions to the bylaws.
5. Determines and assumes responsibility for internal policies and adopts policy to determine the purpose, governing principles, functions, activities, and course of action of the agency.
6. Regularly evaluates and reviews the agency's operations and maintains standards of performance.
7. Monitors the activities of the agency, including: reviewing reports of appropriate committees; confirming, modifying or rejecting proposals; providing feedback on plans of committees or the Executive Director; and, considering, debating and deciding issues.
8. Provides ideas, leadership and prestige to the agency and inspires confidence in its services.
9. Understands and interprets the work of the agency to the community.
10. Relates the services of the agency to the work of other agencies and focuses on social reform and progress in the community as a whole.
11. Selects, employs and evaluates the Executive Director and elects new board members as vacancies occur.
12. Approves all collective bargaining unit agreements.

13. Approves and monitors the corporate finances of the agency.
14. Ensures compliance of budgeted expenditures to the contract issued by the Department of Developmental Services.
15. Authorizes and approves the annual audit.
16. Secures and maintains a satisfactory facility in which to carry out the agency functions; approves all recommendations dealing with capital improvements of the facility or purchase of additional land or buildings.

BACKGROUND:

Knowledge and Experience: No minimum education requirement. Must demonstrate an interest in, and knowledge of developmental disabilities and the agency's service goals. Should represent an ethnic, geographic or developmentally disabled segment of the population served in the community. Experience and/or knowledge in at least one of the following elements is desirable: administration, management, finance, personnel, program development, legal skills, public relations or communications.

Other: Must be able to regularly attend board meetings, participate on board committees, and familiarize self with agenda and attachments prior to each board meeting.

ESTIMATED TIME REQUIREMENTS OF BOARD MEMBERSHIP:

1. Active Board Participation - 3 to 6 hours monthly

This includes:

- a. Board meetings
- b. Committee meetings
- c. Meetings with staff
- d. Telephone calls

This varies according to the time of year (summers are lighter)

2. Leadership Responsibilities - An additional 2 to 4 hours monthly

This includes positions such as:

- a. Board President
- b. Other Board officer
- c. Committee chairperson
- d. Representing Board at other organizations (e.g. ARCA)