Nevada Governor’s Council on Developmental Disabilities

Policy # TBD

Adopted:

**EXECUTIVE DIRECTOR JOB DESCRIPTION POLICY**

**Manage and Facilitate the Council Activities:**

* Operate within the annual budget as approved by the Council;
* Provide the necessary accommodations to give council members the opportunity to fully participate in council-related activities;
* Engage with Council members to set Council agendas and state plan updates;
* Hire and supervise staff to provide assistance and other support to the Council;
* Obtain professional services to enable the Council to maintain good standing as an autonomous State agency;
* Ensure that the Council and/or the Executive Director assume the policy-setting role where appropriate;
* Comply with all applicable laws, statutes, rules, and regulations;
* Fulfill obligations delegated by the Council to the Executive Director.

**Represent the Council:**

* Speak on behalf of the Council or authorize staff or council members to do the same in accordance with the adopted positions of the Council;
* Engage in advocacy activities that are in accordance with the adopted positions of the Council;
* Develop and maintain effective working relationships with the members of the media, other agencies, and state or federal policy makers;
* Serve as the representative from the Council to the National Association of Councils on Developmental Disabilities as well as other appropriate organizations;
* Provide information to policy makers on issues which impact people with developmental disabilities and/or their families.

In the event of a vacancy in the Executive Director position, an Interim Executive Director will be appointed, and they shall resume all roles and responsibilities list in this policy.