Nevada Governor’s Council on Developmental Disabilities

Policy #

Adopted:

**(DRAFT) DUTIES AND RESPONSIBILITIES OF MEMBERS POLICY**

The Nevada Governor’s Council on Developmental Disabilities (NGCDD) relies on the active engagement and dedication of its members to fulfill its mission of advocating for individuals with developmental disabilities. This policy establishes the roles, duties, and expectations of NGCDD members to ensure effective participation and governance.

**Scope**  
This policy applies to all appointed Council members, including officers and committee members.

**Duties and Responsibilities**

1. **General Responsibilities**
   * Actively participate in Council meetings, discussions, and initiatives.
   * Support and promote the mission, vision, purpose, and goals of NGCDD.
   * Adhere to all applicable federal and state laws governing the Council’s operations.
2. **Meeting Attendance and Participation**
   * Attend and actively engage in all scheduled Council meetings.
   * Notify the Council Chair, Vice Chair, or Council Staff in advance if unable to attend a meeting.
   * Review agenda materials and contribute to discussions and decision-making processes.
3. **Advocacy and Public Engagement**
   * Represent the interests of individuals with developmental disabilities in Council discussions and decisions.
   * Engage with policymakers, community stakeholders, and the public to advocate for systemic change.
   * Participate in outreach efforts and Council-sponsored events.
4. **Committee Involvement**
   * Serve on at least one Council committee, as needed.
   * Contribute to the development and implementation of Council initiatives and policies.
5. **Ethical Conduct and Confidentiality**
   * Conduct oneself in a professional and respectful manner in all Council-related activities.
   * Maintain confidentiality regarding sensitive information discussed in Council meetings.
   * Disclose any conflicts of interest and abstain from votes or discussions where a conflict or perceived conflict exists.
6. **Compliance and Training**
   * Complete required training, including orientation for new members and ongoing professional development.
   * Adhere to all NGCDD policies, including those related to accessibility, diversity, and inclusion.
7. **Accountability and Removal**
   * Members who fail to meet attendance or participation requirements may be subject to review by the Council.
   * Repeated unexcused absences or failure to fulfill duties may result in removal, per NGCDD bylaws.

**Compliance and Review**

* Council Staff and the Council Chair and Vice Chair are responsible for ensuring compliance with this policy.