



Member of the Board of Directors Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of The IDD Council of Tarrant County (IDD Council) so as to support the organization's mission, purpose and needs.

Mission of the IDD Council: The IDD Council brings stakeholders together to create an environment for the development of an efficient and accessible system of support for people with intellectual and developmental disabilities.

Purpose of the IDD Council: To transform the region into an inclusive community where persons with intellectual and developmental disabilities (IDD) thrive.

***Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

**Members of the board share these responsibilities while acting in the interest of The IDD Council of Tarrant County. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Length of term: Terms of office shall begin immediately after directors are elected. Each Board of Director shall serve two-year terms or until a replacement has been elected. No Board of Director shall serve more than three (3) consecutive terms.

Meetings and time commitment:

- The board of directors meets monthly on the last Friday of the month, 9:00 a.m., in Fort Worth. Meetings typically last 90 minutes.
- Special meetings of the board may be called by the Chair or by vote of simple majority of the Board of Directors. Directors will be notified electronically at least 72 hours in advance.
- Committees of the board meet an average of ten times per year, pending their respective work agenda.
- Board members are asked to attend a minimum of two special events hosted by the IDD Council per year.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by the IDD Council mission, objectives, and programs.
- Help communicate and promote the IDD Council purpose and programs to the community.
- Become familiar with the IDD Council finances, budget, and financial/resource needs.
- Understand the policies and procedures of the IDD Council.
- Financially support the IDD Council in a manner commensurate with one's ability.