

JOB DESCRIPTION FOR THE EXECUTIVE DIRECTOR

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;
- Chair council workgroups;
- 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 a nonprofit corporation;
- Ensure that the Council rather than the Executive Director assumes 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;
- 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.