



*Sponsors of the
North Bay Regional Center
And other Programs
For persons with developmental disabilities
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Napa, CA 945558
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*Promoting Opportunities
Supporting Choices*

Working together as a community of involved people who care, we can provide the necessary services to meet the unique needs of individuals with developmental disabilities and their families. A North Bay Regional Center Board member's active participation is important in implementation and direction of the system, which serves people with developmental disabilities in Sonoma, Solano and Napa counties. An individual Board member's unique perspective is incorporated as a whole with other Board members to determine goals of the agency. Through making policy, setting priorities and approving the budget, a Board member for North Bay Regional Center will be impacting the lives of 7,800 people with developmental disabilities and their families. For example, Board members involvement could include:

- 1) Learning how to access legislators
- 2) Participation in developing and implementing the Center's Performance Based Contract with DDS
- 3) Participation in community functions as a representative of North Bay Regional Center
- 4) Developing innovative, cost-effective methods to "do more with less" as we face difficult budget dilemmas

Time required for this volunteer position is reading prepared materials, attending monthly Board meetings which average 2 ½ hours, and attending occasional public meetings. A Board member serves on at least one committee which meets during the month when necessary.

North Bay Regional Center Board of Directors also has annual retreats; usually on a Saturday. As consumers, parents, professionals and supporters working together and advising one another, we foster the knowledge and skills to assure that people with developmental disabilities receive the services that give them the opportunities for full inclusion as part of the human family.

JOB DESCRIPTION

POSITION TITLE: Agency Board Member **DATE:**
UNIT/ORGANIZATION: Governing Body of a Regional Center
REPORTS TO: Martha Cornejo, President

Purpose of Position:

Together with other members of the Board is legally and morally responsible for all activities of the agency. The Board is solely responsible for determining agency policy, approving the annual budget, and determining the goals of the agency.

Key Responsibility Area: Policy Administration

Specific Duties - Establishes and/or continues the legal or corporate existence of the agency. Ensures that agency meets legal requirements for the conduct of the agency business and affairs. Responsible for adopting by-laws and ensuring that the agency operates within them. Acts on proposed revisions to the by-laws. Adopts policies which determine the purposes, governing principles, functions and activities, and courses of action of the agency. Assumes ultimate responsibility for internal policies, which govern the agency.

Key Responsibility: Evaluation

Specific Duties - Defines the direction of the agency by developing goals. Monitors the agency's activities to evaluate its effectiveness toward achieving these goals.

Key Responsibility Area: Public and Community Relations

Specific Duties - Gives sponsorship and prestige to the agency and inspires confidence in its services. Understands and interprets the work of the agency to the community. 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.

Key Responsibility Area: Personnel

Specific Duties - Selects, employs, and evaluates the Executive Director. Approves policies which govern the administration of personnel. Participates in recruitment, selection and development of Board members, where primary responsibility for this activity is assigned to a nominating committee.

Key Responsibility Area: Finance

Specific Duties - Approves and monitors the corporate finances of the agency. Creates a financial climate for fulfilling the agency purpose. Sees that sufficient funds are available for the agency to meet its objectives. Authorizes and approves the annual audit. Responsible for all expenditures dealing with the facility, its improvements or purchase of additional land or buildings (unless a special committee has been designated for this purpose).