



Council Member Responsibilities

As a member of the Arizona Developmental Disabilities Planning Council (ADDPC), you will have an opportunity to become involved and act on issues of importance to persons with developmental disabilities and their families.

In carrying out the role of a member of the ADDPC, please keep these expectations in mind as you participate:

1. Full Council meetings are held four times per year in the Phoenix ADDPC Office. At the beginning of each calendar year, ADDPC members receive the schedule of meetings for the upcoming twelve months. Members are asked to prioritize full ADDPC meetings on their calendars to ensure consistent attendance and involvement in fulfilling their Council roles.
2. Whenever possible, ADDPC members are asked to participate in person in all full Council meetings and Standing Committee meetings including the ADDPC Annual Retreat and planning for the 5 Year Strategic Plan. While teleconferencing is allowed for meetings, full engagement of members and the topics under review best occurs when working in person with others.
3. Council members are advised of all meeting agendas and accompanying materials in advance of scheduled full Council and Standing Committee meetings. It is expected that prior to meetings the materials supplied will be reviewed by members so that they are prepared to fully participate in discussions regarding meeting agenda items.
4. In accordance with ADDPC By-Laws, all members are required to serve on at least one Standing Committee and will be given an opportunity upon appointment to the ADDPC to select a preferred Standing Committee. Member preference will be sent to the Chairperson who has final authority in making Standing Committee assignments.
5. All ADDPC members are asked to remember that the Council is a Public Body as defined in state law, subject to the Arizona Open Meeting Law. The Law establishes prohibitions on communication outside of scheduled meetings in member to member telephone calls, e-mails and face to face meetings to discuss ADDPC business.
6. ADDPC members should be aware of any personal conflicts of interest that may arise during discussion and voting on measures. If a real or perceived conflict of interest exists, members must recuse themselves from participation.
7. Please remember that violation of the Arizona Open Meeting Law is a serious offense and should be avoided at all costs.
8. All members are asked to think about what they may contribute to developing leadership capacity within the Council as it functions in the State of Arizona. Please consider assuming leadership roles when opportunities present themselves.
9. Members are asked to participate in community events whenever possible. These events may include attending meetings, workshops, conferences as representatives of the ADDPC.*
10. While each member is invited to share individual views, opinions and perspectives within the format of scheduled ADDPC meetings, when in the community and representing the ADDPC, members are required to reflect the official positions and values of the Council.
11. All formal comments to the media or press as a representative of the ADDPC must be first approved by the Chairperson who is designated by Executive Order as the official representative of the Council.

*Certain restrictions apply to travel and attendance at conferences.

PRINT NAME

SIGNATURE

DATE