

## Executive/Operations Committee

The Arizona Developmental Disabilities Planning Council's (ADDPC) Executive Committee is largely responsible for overseeing the functions of the Council to ensure effective and efficient operations. The committee is comprised of seven Council members: the Chair and Vice-Chair, Chairs of the committees, and at-large members appointed by the Chair. These at-large members shall be self-advocates.

The Executive/Operations Committee is responsible for:

- Review/Recommend changes to by-laws
- Manage personnel issues involving the Executive Director that require immediate action
- Complete annual evaluation of the Executive Director in concert with the rest of the Council
- Periodically review committees and operations of the Council to ensure effectiveness; Obtain up-to-date reports from committees to ensure progress towards goals
- Direct when and what type of data needs to be collected to determine the needs of the Arizona's DD community
- Recommend when solicitations should be authorized, drafted, and released
- Review and make recommendations for approval/disapproval of Requests for Grant Applications, Interagency Service Agreements, Intergovernmental Agreements or other grant funding methods necessary to comply with state procurement rules for obligating and liquidating financial allocations. The committee may provide final approval as a last resort if a full Council meeting is unable to be called.
- Review and make recommendations for board development and training, as well as recommend new council members for membership vacancies
- Take care of all other matters affecting the functions and activities of the ADDPC that must be addressed to ensure ongoing effective operation of the Council. These include:
  - Ongoing review of the budget with the Fiscal Manager
  - Review of the Annual Report
  - Review Program Performance Report (PPR) – Jan. 1
  - Review Five Year State Plan Goals/Objectives and approve yearly application to AIDD – Aug. 15

## **Grants/ Contracts Administration Committee**

The Arizona Developmental Disabilities Planning Council's (ADDPC) Grants and Contracts Committee is responsible for:

- Generating scopes of work for Request for Grant Applications (RFGAs) and some contracts, reviewing proposals, making recommendations, and monitoring contracts to affirm the Council meets its goals
- Advising the Council on progress of funded projects
- Growing the cadre of fund-makers and quality applicants who target disability issues, thereby improving impact and sustainability of funded projects

The DDPC Grants and Contracts Committee will advise on the following practices:

- Review and tentatively approve all funding requests, outside of exhibits (new or renewal requests for funding)
- Review budget with Fiscal Manager
- Make recommended changes to ADDPC's Grants Policy Manual
- Be liaison to Executive Committee and provide updates
- Generate Scope of Work for (competitive RFGAs) ideas to support Five Year State Plan
- Continue to look for ways to simplify the grant-making process
- Volunteer to review competitive proposals
- Contract monitoring that includes both programmatic and fiscal review
- Advise on renewal decisions of contracts and funding strategies
- Update Council on funded projects, invite periodic project speakers with individuals and families, and work with Marketing/PR committee to obtain stories (where available) to update the Council and community of how Council funding helps communities
- Advise the Council on the role it should play regarding the sustainability of funded projects (e.g., information on other foundations, grants, trainings to grantees, step-down funding, networking resources, and/or collaborating with agencies and organization to fund projects)
- Identify, network, and collaborate with funders across the state willing to target their funding for innovative programs and services that benefit the DD community
- Broaden and diversify the recruitment of quality applicants for the Council to fund