



of Fort Bend County

**COMMITTEE JOB DESCRIPTIONS
2008-2009 BOARD YEAR
REVISED BASED ON 2008 OPERATING PLAN**

1. Budget & Finance

General Responsibilities

Generally responsible for oversight of financial transactions, oversight of preparation of monthly financial statements, oversight of allocation and use of funds, oversight of preparation of a proposed annual budget and monitoring compliance with the budget

Specific Tasks

- Prepare the CY 2009 budget, incorporating the Operating Plan
- Finalize the update of the financial internal controls, with the Audit Committee
 - Develop a protocol for borrowing of funds from the Foundation and other lenders
 - Develop a protocol for transfer of excess funds to the Foundation for investment
- Serve as advisor to ED regarding all budget/finance procedures
- Develop policy on permitted ranges of variances from approved budget for non-budgeted expenditures

2. Compensation & Human Resources

General Responsibilities

Generally responsible for recommending changes to staff's compensation and benefits as part of the annual budget process, review of and recommend changes to personnel policies, review and recommend changes to staff structure and job descriptions, review and recommend changes to the executive director's job description and evaluation form, and the responsibilities described in Article IX, Section 1 of the Bylaws

Specific Tasks

- As part of recommendation about compensation & benefits for CY 2008, solicit bids on health insurance, dental insurance, retirement plan administration and payroll administration, before the renewal deadlines for those matters
- Review and revise the ED job description form effective for CY 2009
- Review and as necessary revise staff job descriptions effective for CY 2009
- Review need for additional staff, full- or part-time, and use of independent contractors
- Develop office internal controls procedures
- Update the Employee Handbook

3. Audit

General Responsibilities

Generally responsible for periodically reviewing and updating internal controls policies and procedures, working with the outside auditor to assist with the annual audit, and reviewing and recommending action on matters involving the Code of Ethics and possible conflicts of interest, and the responsibilities described in Article IX, Section 1 of the Bylaws

Specific Tasks

- Solicit bids for the CY 2008 audit and preparation of the CY 2008 990s
- Finalize the update of the financial internal controls, with the Budget & Finance Committee

4. Facilities

General Responsibilities

Generally responsible for oversight of the leasing of and maintenance and repair of the workshops and group homes, and recommends the purchase or sale or lease of facilities necessary for the mission and operations, and negotiates those transactions

Specific Tasks

- Work with reps from Crain Zamora to complete the renovation of Cypress Point
- Sale or use of vacant town homes
- Riveredge use plan
- Propose additional acquisition of properties based on Strategic Plan
- Monitor performance of the property manager

5. Executive

General Responsibilities

Generally responsible for the duties described in Article IX, Section 1 of the Bylaws.

Specific Tasks

- Recommend committee chairs/members based on board member preferences, and continuously review committee membership because of possible changing needs in implementing the Operating Plan under the Strategic Plan
- Actively recruit non-board members to serve on committees
- Actively and continuously review the need for changes in the committee structure and tasks because of possible changing needs in implementing the Operating Plan under the Strategic Plan
- Review and monitor our association's relationship with the authority and provider Texana Center while actively soliciting and seeking to establish relationships with private providers
- Review and monitor our association's relationship with the state and national associations under the affiliation agreement
- Assist with board development and training
- Review the scope and cost of all property and indemnity insurance coverage
- Review the quality of performance of all independent contractors
- In conjunction with the Nominating Committee, develop a process for achieving board diversity which includes the right skills and talents for the board
- Ensure that at least two board, staff &/or key members attend national and state Arc conventions and specific conferences as needed
- Ensure the board increases attendance at events with all board members attending a minimum of 4 events or program activities each year

- Ensure each board member provides time, talent &/or treasure in support for each fund raiser
- Develop recommendations for additional types of fund raising and other sources of revenue

6. Nominating

General Responsibilities

Generally responsible for the duties described in Article VIII, Section 2 of the Bylaws.

Specific Tasks

- Utilize the purchased Board Assessment from Board Source and administer the assessment in even-numbered years.
- Development of a board member personal self-assessment tool for each returning board member (whether for the second or third year on a 3-year term, or beginning a consecutive 3-year term) to complete as their personal self-assessment about willingness and availability to continue with all the responsibilities of board service based on the expectations in the responsibilities of individual board members adopted by the board, to be used as part of the process of building a slate of nominees for the following board year
- in conjunction with the Executive Committee, develop a process for achieving board diversity which includes the right skills and talents for the board
- Include process for actively soliciting information about potential board nominees from members of the board, our association and our community
- Continue development and use of tools developed in 2006 for new board members, like the board member service questions and description of individual board member expectations

7. Legislative Advocacy

General Responsibilities

Responsible for developing relationships with local and state legislators

Specific Tasks:

- Identify current county and state legislators and utilize any personal relationships with those elected officials to foster a relationship with The Arc.
- Assist Executive Director with scheduling meetings/forums with legislators in order to communicate the needs of our clients and advocate for legislation that will address restoring the reimbursement formulas and fund the “Waiting List” lawsuit.
- Establish The Arc as a resource for legislators to use when they need information on persons with mental retardation and related developmental disabilities.

8. Membership & Community Awareness

General Responsibilities

Responsible for developing a plan to increase the diversity of The Arc membership and to develop effective community practices that will establish The Arc as a resource for information and referral.

Specific Tasks:

- In conjunction with The Arc staff and Arc of Texas information publish “Resource Information” on the website that lists all certified state and private providers for Ft. Bend County.
- Increase The Arc membership according to the 10-year plan outlined in the 2007-2011 Strategic Plan.

9. Transportation

General Responsibilities

Promote a community/government/public supported transportation system that will be reliable, safe & affordable.

Specific Tasks:

- Work collaboratively with Ft. Bend County Transportation Department to develop a transportation system that will transport our clients to and from work locations.
- Recommend a replacement vehicle for the 15-passenger van, when needed.

10. Employment/Education

General responsibilities

Establish an employment development program which includes job development & training for our clients.

Specific Tasks:

- Identify clients currently employed in Ft Bend County and their employers.
- Identify and recruit possible employers
- Work collaboratively with providers of job training & placement programs to enhance the quality of the coaching, training & placement programs.
- In conjunction with The Arc staff, continue the education and job training program with WCJC.

11. Fee Structure Task Force

Specific Tasks:

- Research current fees charged for programs and services of The Arc
- Recommend fee structure, where appropriate, for all programs and services

11. Special Olympics Advisory Council

Specific Tasks:

- Recruit volunteers for SO
- In conjunction with Executive Director, oversee the SO program and recommend program procedures and policies