



**Maryland Developmental
Disabilities Council**
CREATING CHANGE • IMPROVING LIVES

Council Member Position Description

Council Vision

People with and without disabilities in Maryland live, learn, work, and play together.

Council Mission

We create change to make it possible for people with developmental disabilities to live the lives they want with the support they need.

Council Member Qualifications

To be a Council member, you must be:

- An adult with a developmental disability,
- A parent or guardian of a child with a developmental disability,
- A family member of an adult with a developmental disability who cannot advocate for themselves, or
- A person who works for a community organization that serves people with developmental disabilities.

The Council also includes a representative from the following:

- Maryland Center for Developmental Disabilities
- Disability Rights Maryland
- These state agencies:
 - Maryland Department of Disabilities
 - Developmental Disabilities Administration

- Maryland State Department of Education, Division of Early Intervention and Special Education Services
- Maryland State Department of Education, Division of Rehabilitation Services
- Maryland Department of Health, Prevention and Health Promotion Administration
- Maryland Medicaid
- Maryland Department of Aging

To be a Council member, you must:

- Have an understanding of developmental disabilities. Have personal or professional experience with developmental disabilities.
- Believe that people with and without disabilities should live, learn, work, and play together.
- Want to help the Council create change that makes it possible for people with developmental disabilities to live the lives they want with the support they need.
- Support the Council's goals and activities (these are on our website).
- Be able to meet all of the responsibilities listed below.

Council Member Responsibilities

- Serve as a Council member for at least 5 years. Council terms are 5 years. Members can be appointed for a second term. They must have met all member responsibilities and want to serve longer.
- Attend Council member orientation and learn about the:
 - Developmental Disabilities Act. This is the federal law the Council follows.
 - Council's 5-Year State Plan. This includes the Council's goals and activities.
 - Different ways the Council advocates for change.

- Different ways the Council funds projects to bring about change.
- Projects the Council is funding.
- Council member and staff roles.
- Council policies and procedures.
- Review the Council's Ground Rules for Meetings. Agree to follow them. Sign the Council Ground Rules for Meetings form to show you understand and agree with them.
- Attend quarterly Council meetings. These are usually 3 ½ hours long and held either in person in Columbia, Maryland, or virtually on Zoom. Members must attend at least half of the Council meetings to stay on the Council.
- Serve on a work team or committee. Work team and committee meetings are no more than 2 hours long. Most of these meetings are held remotely by Zoom or phone. Some meetings may be in person. The dates and times are chosen by the members. Each member usually has 2-4 work team or committee meetings each year.
- Read materials before meetings to prepare. Provide input at meetings and help make decisions about Council's work. Inform staff if support is needed to do this.
- Help choose the Council's goals and activities when the State Plan is developed.
- Help monitor the Council's progress on the State Plan.
- Help develop the Council's public policy positions.
- Help choose the projects the Council funds. Help monitor the projects' progress and success.
- Share information about the Council's positions, activities, and accomplishments with people outside the Council.
- Work well with other Council members. Respect everyone's opinions.
- Work for what is good for all people with developmental disabilities and not just for the member's own interests.

- Follow all Council policies and procedures
- Inform the staff about conflicts of interest. Avoid all conflicts of interest.
- Help evaluate the Executive Director's job performance.