

Board of Trustees

Board Roles and Responsibilities Policy

The purpose of this policy to provide guidance and structure to board member's responsibilities to the Board of Trustees.

Among the roles of the Board of Trustees ("Board") of the North Los Angeles County Regional Center ("NLACRC") is to make policy for the operation of NLACRC. Policy is developed through recommendations from Board committees and NLACRC's Executive Director, with final approval from the Board. In addition, the Board also selects, supports and reviews the performance of the Executive Director, and selects members for, and reviews, the performance of the Board. The Board also approves the budget for NLACRC, and reviews and approves contracts for which Board approval is required by law. Furthermore, it is the Board's role to oversee NLACRC to ensure that its values, vision and mission are implemented and accomplished.

The responsibilities of Board members include, but not be limited to, the following:

1. Attend (either virtual or in-person) and actively participate at Board meetings, which are usually held at 6:00 p.m. on the second Wednesday of each month at one of NLACRC's three offices. Arrive at meetings in a timely fashion. One will be considered "absent" from a meeting if they are absent for more than 25% of the timeframe designated in the Agenda for the meeting. Notify Board President or Executive Director in advance if unable to attend Board meeting.
2. Attend and actively participate at committee meetings. Arrive at meetings in a timely fashion. Notify committee Chair or Executive Director in advance if cannot attend a committee meeting.
3. Read materials in Board packet before each Board and committee meeting in order to be prepared for the meetings, and ask any questions about items or issues in advance of the meetings.
4. Visit at least one disability community organization, service provider program/event, or legislator/legislative event. Visits to NLACRC-vendored programs informs Board members about the developmental disabilities service system. Programs include a wide variety of residential and day programs as well as those providers who deliver a specific service (e.g., transportation).
5. Identify of any Board member conflicts of interest or potential conflicts of interest as set forth in Welfare and Institutions Code Sections 4626 and 4627 and Title 17, sections 54500 and following, of the California Code of Regulations, and report to the Board. Complete a Conflict of Interest Reporting Statement annually and when there is a change of status.

6. Adhere to NLACRC's Bylaws and amendments thereto.
7. Adhere to the Board's Governance Policy and fulfill responsibilities listed therein.
8. Attend annual Board orientation as a newly-seated Board member.
9. Participate in Board trainings and the annual Board retreat.
10. Refer issues regarding individual consumers, families or services to the Executive Director's Office.
11. Meet with, and seek information from, NLACRC staff to familiarize selves with NLACRC's operations and properly discharge duties as Board members.

Board members shall also adhere to the Board Code of Conduct, which includes, in addition to the above responsibilities, the following obligations:

1. Support NLACRC's mission, goals and policies, and act in NLACRC's best interests.
2. Volunteer skills, experience, and contacts in service to NLACRC's goals and needs.
3. Represent NLACRC in a positive and supportive manner at all times and in all places.
4. Seek the involvement and interest of the community in NLACRC's programs and activities.
5. Respect the perspectives and contributions of fellow Board members, the Executive Director, NLACRC staff, consumers and families, and set aside my personal interests in Board discussions and votes.
6. Serve with respect, concern, courtesy, and responsiveness in carrying out NLACRC's mission and demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities in order to inspire confidence and trust in our activities.
7. Promote collaboration by allowing for a safe and welcoming environment.
8. Use sensitivity and make efforts to avoid offensive or malicious language or statements that could be considered bullying, threatening or intimidating. Board members should not make disparaging remarks about age, gender, race, ethnicity, disability, religious orientation, or sexual orientation of other Board members, the Executive Director, NLACRC staff, consumers or families. Good faith efforts should be made toward cultural sensitivity.
9. Critique ideas and suggestions, but not individual Board members, the Executive Director, NLACRC staff, consumers or families.
10. Avoid representing self on behalf of, or as a spokesperson, for NLACRC or the Board without prior expressed consent of the Board or NLACRC. This does not mean you cannot identify yourself as a NLACRC Board member.

In the event that a Board member fails to adhere to the Board Code of Conduct, either or both of the following may occur:

1. A whistleblower complaint may be filed with the President of the Board, or any other Officer of the Board, or the Human Resources Director. All complaints will be investigated promptly, resulting in a recommended resolution if noncompliance is found; and/or
2. The Board member may be subject to a vote of removal for cause by other Board members, pursuant to the Bylaws.