Application Process Involved in Becoming a Utah Developmental Disability Council Member

People interested in making application to serve on the Utah Developmental Disabilities Council should read through the following information.

The Utah Developmental Disabilities Council is an Advisory Board. Here is the official definition of an advisory board. "Advisory Board: An advisory board provides advice and makes recommendations to another person or entity who makes policy for the benefit of the general public. It is created by statute or executive order. It performs its duties only under the supervision of another person, as provided in statute." (Handbook For Members of Utah State Boards and Commissions, p. 1)

In order to be eligible to serve as a citizen appointed Council Member the applicant must be a person with a developmental disability or a family member of a person with a developmental disability as defined by law. Please read the following federal definition for clarification.

DEFINITION OF DEVELOPMENTAL DISABILITY
PUBLIC LAW 106-402 (8)

(A) IN GENERAL. – The term "developmental disability" means a severe, chronic disability of an individual that –
- (i) is attributable to a mental or physical impairment or combination of mental and physical impairments/
- (ii) is manifested before the individual attains age 22:
- (iii) is likely to continue indefinitely;
- (iv) results in substantial functional limitations in 3 or more of the following areas of major life activity:
  - (I) Self-care.
  - (II) Receptive and expressive language.
  - (III) Learning.
  - (IV) Mobility.
  - (V) Self-direction.
  - (VI) Capacity for independent living.
  - (VII) Economic self-sufficiency; and
- (v) reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms or assistance that are of lifelong or extended duration and are individually planned and coordinated.

If you can describe yourself as fitting the above description for developmental disability, you are welcome to apply for Council Membership.

Here is the application process

- Fill in the Council Member Application Form by the appropriate deadline.
- Applications must be submitted to the Council by March 31, 2010.
- Eligible applications will be reviewed by the Council Nominating Committee and then forwarded to the Governor's Office for his approval.
- The Governor will make the appointment to the Council.
- Terms of volunteer service start October 1st through September 30th for 3 years. Council members may serve a maximum of 2 terms for a total of 6 years.
- You will be notified of your appointment by the Governor's office.
- **In 2010, there are tentatively two positions open for self-advocates and one family member opening. Additional openings may become available.**

Expectations of Council Members

- Council members are expected to attend bi-monthly meetings at the Utah Developmental Disabilities Council office in Salt Lake City. The Council seldom meets in the summer.
- Council members are expected to serve on one or more committees. Committee meetings may be held in conjunction with Council meetings or they may be scheduled at other times during the month. Committee meetings may be attended in person or via electronic communication.
- Council meetings are held on the 2nd Tuesdays of the month generally from 10 a.m. to 2 p.m. with lunch served.
- Council Members are volunteers. Travel to Council meetings may be reimbursed. Respite care during meetings may also be reimbursed. Persons requiring personal assistance may request that the Council pay for their staff's time in order to attend Council meetings and events.
- Generally the Council holds a two-day retreat in the fall. That meeting is also held during weekdays.
- Attendance at meetings is important, so if you have a job that is not flexible, Council membership may not be a good option for you. If you have more than 3 unexcused absences from Council meetings your Council membership may be revoked.

Duties of Council Members

- Establish and / or approve Council policy
- Monitor implementation of Council program and policy direction
- Amend the Bylaws
- Develop and implement a process for recruiting members and filing vacancies
- Identify and approve priorities for use of Council funding
- Monitor implementation of priorities
- Develop and approve a state plan
- Approve annual budget
- Monitor financial management of Council funds
- Establish committees
- Serve as a link between the Council and the disability community
- Hire, annually evaluate, and support the Executive Director
- Perform other responsibilities identified in approved Council Policies and Procedures

UTAH DEVELOPMENTAL DISABILITIES COUNCIL
COUNCIL MEMBERSHIP APPLICATION
Due March 31, 2010

By law the Utah Developmental Disabilities Council Membership must be a person or family member of a person with a developmental disability. In order to determine eligibility for Council Membership you must answer the following question affirmative.

Please check the appropriate box. I understand what a developmental disability is and I meet the qualifications as stated above:

- ☐ **I am a person with a developmental disability, and/or**
- ☐ **I have a family member with a developmental disability (Adult siblings are encouraged to make application! Please explain the nature of this relationship)**

  _____

Contact Information:
Name (Last, First, Middle) _____
Home Address _____
City, County, State, Zip _____
Home Phone _____
E-mail Address _____

Employment Information:
Employer _____
Contact Person _____
Work Address _____
City, State, Zip _____
Work Phone _____
Occupation _____
Area of Expertise _____

Personal Information:
Political Affiliation _____
Gender _____
Ethnic Background _____
What is you disability?_____
What is your family members disability? _____

Disability Issues:
Tell us your experience as it relates to disability issues.

Education:

Summarize your educational background.

Work history:
Summarize your work history.

Volunteer history:
Summarize your volunteer history.

Awards/Honors:
Summarize awards and honors.

Special Interests:
Summarize any special interests.

References:
Name _____
Occupation _____
Daytime Telephone _____

Name _____
Occupation _____
Daytime Telephone _____

Current State Boards:
Please list all state boards on which you are currently serving.

Past State Boards:
Please list all state boards on which you have previously served.

Professional Ethics:
Please respond to the following questions.

To your knowledge, have any formal charges of professional misconduct, criminal misdemeanor or a felony ever been filed against you in any jurisdiction?

☐ **Yes** ☐ **No**

Is there any possible conflict of interest or other matter that would prevent you from fairly and impartially discharging your duties as an appointee of the Governor?

☐ **Yes** ☐ **No**

Agreement and Signature:

I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize investigation of all statements contained herein and I authorize the references listed above to disclose any and all information concerning my qualifications and other pertinent information, personal or otherwise. I release all parties from all liability of any damages that my result from furnishing such information.

Name (printed_ _____
Signature _____
Date _____

Please attach a copy of your resume with this application.
Thank you!

Please mail completed application before March 31, 2010 to:

Utah Developmental Disabilities Council
155 South 300 West, Suite 100
Salt Lake City, UT 84101
Fax: 801-533-3968
801-533-3965 Toll free 800-333-8824
www.utahddc.org