



BOARD GOVERNANCE POLICY

The Westside Regional Center (WRC) Board of Directors shall be committed to providing effective leadership and stability so that WRC's mission statement can be met. The Board's approach shall emphasize strategic leadership more than administrative detail, shall recognize its role as distinctive from staff roles, and shall focus on the future rather than the past or present. It is the Board's goal to act proactively, rather than reactively.

A. Board Member Responsibilities. In fulfilling their duties and responsibilities as members of the WRC Board of Directors, Board members will be expected to demonstrate their level of commitment in the following ways:

1. Commitment to Mission by:

- Keeping the WRC mission clearly and consistently in mind
- Not compromising principals upon which the organization is based
- Continually thinking of ways to enhance the organization
- Endeavoring to assure the rights and entitlements of persons served
- Progressively assisting the organization to equip and enable persons served to attain the fullest possible independence, employment, participation in an integrated community and freedom of choice by supporting the provision of options in daily living
- Being aware of the changing trends in service delivery to persons served
- Developing and following a Strategic Plan to enable WRC to continue serving in its best capacity
- Vigilantly striving to satisfy or even exceed the requirements of WRC's contract with the Department of Developmental Services

2. Commitment to Involvement by:

- Regularly preparing for, attending and participating in Board meetings
- Being an active and regularly attending member of at least one Board Committee
- Carefully and clearly considering all decisions on policy issues
- Attending occasional special meetings or weekend retreats to increase understanding and commitment to the organization
- Identifying prospective new Board members and referring them to the Board Development Committee

Committed To Providing Support And Services To People With Developmental Disabilities

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- Resigning from the Board if they become unable to continue as a fully committed Board member during their term, either because of outside commitments or because of disagreement with Board action
3. Commitment to Fellow Directors to Keep Board Meetings Friendly, Considerate and Productive by:
- Listening to the ideas of others with an open mind
 - Being an active voice in promoting change toward excellence
 - Having faith in the process of open, purposeful discussion, not being afraid to ask seemingly elementary questions, and steadily attempting to facilitate agreement or consensus on issues
 - Listening with understanding to complaints or concerns expressed by the public and then referring them to the Executive Director or Board President, as appropriate

B. Policy on Officer Responsibilities. Officers of the Board are in the service of the Board. As such, they are bound by Board wishes and by limits on Board authority. No single Board Officer may act on behalf of the Board, without prior Board authorization. The Officers may meet as a group with the Executive Director for purposes of preparing agendas or other pre-Board meeting work, but they may not act in place of the Board except as specifically provided in the Bylaws.

Specific Officer Responsibilities include, but are not limited to, the following:

1. President: The President shall preside at all meetings of the Board and the Executive Committee and shall perform all duties incident to the office. The President shall perform such other duties as are provided in the Bylaws or as may be prescribed from time to time by the Board.
2. Vice-President: The Vice-President shall perform all duties and exercise all powers of the President when the President is absent or is otherwise unable to, or unwilling to, act. The Vice-President shall perform such duties as may be prescribed from time to time by the Board of Directors.
3. Secretary: The Secretary shall keep minutes of all meetings of the Directors, shall be the custodian of the corporate records, shall give all notices as are required by law and by the Bylaws, and shall perform all duties incident to the office of Secretary. In addition, the Secretary shall perform such other duties as may be required by law, the

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Articles of Incorporation, the Bylaws, or which may be assigned from time to time by the Board. All or part of the above duties may be delegated to the Executive Director or to such other staff as may be designated by the Executive Director.

4. Treasurer: The Treasurer shall render reports and accountings to the Directors from time to time regarding WRC's finances. All or part of these duties may be delegated to the Executive Director or to such other staff as may be designated by the Executive Director.

C. Policy on Board Committees. Board committees will be appointed and function as needed and as provided in the WRC Bylaws. Each Committee shall exist for the purpose of providing advice, recommendations and technical assistance to the Board. A Committee shall not have authority to take any action which requires approval of the Board. Except for the choice of who will be designated as the Service Provider Advisory Committee Board member, no Committee vote shall be able to bind the Board unless all of its members are members of the Board and the Board has delegated such power to the Committee.

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