

# Position Description for Appointed Council Members

**Version:** 0.20  
**Date Revised:** 07/28/2023

## Duties

The primary duties of an appointed council member are to:

1. Oversee and provide input on strategic goals and decisions about the direction and mission of the Council by:
   1. Strategic goals are big-picture direction, not day-to-day operations of the Council.
   2. The Council is responsible for governance and the
   3. Participating in one committee in addition to the regular Council’s every-other-month meeting and work.
   4. Respectfully collaborating and discussing issues related to the Council even through disagreements.
   5. Be prepared by reading meeting agendas and informational emails in advance of meetings.
2. Hire the Executive Director and do an annual performance review of the Executive Director.
   1. Executive Director is responsible for the day-to-day operations.
3. Bring perspectives of your disability and geographic community to Council.
4. Fill out paperwork as promptly as possible.
5. Be aware of Council policies.

## Time Commitment

There is generally one meeting a month of around two hours, special events, and retreats. You should expect to spend 3-4 hours a month on the regular Council work in addition to any special events or community engagement opportunities that you may want to do.

## I have a question, who do I ask?

There are several options:

1. The Council’s Secretary can help: Shannon Hartwig, [Shannon.Hartwig@state.mn.us](mailto:Shannon.Hartwig@state.mn.us) is a great resource.
2. Consider contacting your Board Buddy.
3. For per diems, accommodations, and paperwork: Linda Gremillion, [Linda.Gremillion@state.mn.us](mailto:Linda.Gremillion@state.mn.us)
4. If you have questions regarding disability rights or laws: David Fenley, <David.Fenley@state.mn.us>.
5. If you have questions about your sub-committee, contact your committee Chair.
6. Contact the Governor’s Office to help with any issues relating to appointments, your term, or ending your term. Feel free to ask the E.D. or secretary for the current contact person.
7. You can always contact the Executive Director: David Dively, [David.Dively@state.mn.us](mailto:David.Dively@state.mn.us), 651-341-1845

## History

| Version | Description | Date |
| --- | --- | --- |
| 0.1 | First Draft | 07/19/2023 |
| 0.2 | Revised after initial feedback | 07/27/2023 |
| 1.2 | Tenth Result | Eleventh Result |