

# Council and Committee Responsibilities

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## Council Responsibilities

The Council is responsible to establish the policy framework through which TCDD carries out its responsibilities and oversees operations for integrity, effectiveness, and efficiency. All Committees report to the Council.

### TCDD State Plan

- Approve the State Plan and Amendments
- Approve activities to be implemented using grant funds
- Approve public policy position statements

### Fiscal Matters

- Approve an annual operating budget
- Approve new and continuation grant funding (exclusive of stipends grants)
- Approve contracts over \$10,000
- Approve request for appropriations

### Council Operations

- Adopt administrative rules and procedures to guide staff in administering Council activities and projects (adopted via the Texas Register process)
- Approve Memorandum of Understanding with designated state agency (TEA)
- Approve personnel policies
- Approve staff positions
- Select the Executive Director and provide input to the Chair for that person's annual evaluation
- Establish procedures for reviewing appeals of Council or staff actions
- (Approve selection of internal auditor)
- Approve internal audit charter, annual internal audit plans, and completed audits
- Review completed audits

## Committee Responsibilities

Standing Committees each have specific responsibilities and report or forward recommendations to the Council.

### Audit Committee

The Audit Committee provides information and recommendations to assure the integrity, effectiveness, and efficiency of the Council's operations.

- Oversee process to recommend selection of internal auditor to Council
- Recommend an audit charter, an annual audit plan, and special audits to the Council
- Approve submission of the annual internal audit plan for review by the Council
- Review the internal auditor's reports and recommend actions to the Council as necessary
- Assure that TCDD does not contract with the same internal auditor for longer than ten consecutive years
- Assure compliance with the Texas Internal Audit Act

## Executive Committee

The Executive Committee membership consists of the Chair of the Council, the Vice-Chair of the Council (who is also the Chair of the Audit Committee); the Chairs of the Public Policy and Project Development Committees, and a consumer member elected by the Council. The Executive Committee may act for the Council on emergency matters when the full Council cannot meet. The Executive Committee has responsibilities to provide the Council with information and recommendation related to: Staffing and Administration; Financial Management; and Activities to Achieve Council Goals.

## State Plan Implementation

- Review and approve people to serve on Grant Proposal Review Panels
- Review recommendations from Review Panels for new grants and approve funding (exclusive of stipends)
- Review and approve continuation funding for grant projects
- Review grantee' audit reports for concerns and corrective actions; and provide guidance as necessary
- Review staff reports of grant project on-site monitoring
- Review any suspensions of grant funds authorized by the Executive Director
- Approve termination of grant funding
- Provide input to the Chair for final determination of any appeal of a funding decision

## Council Operations

- Review internal organization and functions of the Council
- Review applications for the Executive Director and advise the Chair on that person's annual evaluation
- Make recommendations to the full Council regarding staffing patterns
- Annually review TCDD's Memorandum of Understanding with the designated state agency (TEA)
- Review Council Policies and recommend revisions to the Council
- Approve travel procedures for Council members and staff and review travel activities
- Approve staff personnel policies.
- Review Conflict of Interest Disclosure Statements of Council members and staff

## Financial Matters

- Recommend annual budgets to the Council necessary to effectively implement the State Plan
- Review Council travel expenses quarterly

## Project Development Committee

The Project Development Committee provides information and recommendations to the Council or the Public Policy Committee regarding strategies and activities to implement State Plan goals.

- Guide and oversee the overall planning and funding activities of the Council
- Recommend State Plan priority areas, goals, objectives, and activities in a manner consistent with a procedure approved by the Council
- Recommend to the Council funding activities (RFPs) to implement the approved State Plan
- Recommend advocacy activities based on the state plan to the Council or Public Policy Committee
- Provide guidance to Council staff about methods to monitor and review grant projects
- Provide guidance to staff on summary reports of each grant project provided to the Committee

- Provide recommendations to the Council Chair about future grantee presentations to the Council
- Monitor and provide updates on the implementation of goals, objectives and activities in the State Plan
- Review recommendations from other Committees and provide guidance to staff or the Council

### **Public Policy Committee**

The Public Policy Committee provides information and recommendations to the Council or the Project Development Committee regarding public policy and public information (communications) strategies and activities to achieve Council goals.

- Coordinate action on advocacy goals, objectives, and activities of the Council
- Participate in the development and revision of the State Plan
- Recommend advocacy and legislative advocacy to the Council
- Recommend strategies or funding activities for public policy advocacy to the Council or the Project Development Committee
- Coordinate the public information activities of the Council
- Make recommendations to the full Council on future public information strategies
- Monitor and provide updates about State Plan advocacy and public information goals
- Develop Position Statements in key advocacy issue areas for consideration by the Council
- Identify policy issues and recommend activities to the Council or Project Development Committee