



Staff Development Committee

Guidelines



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I. Rights and the Role of Staff Development Committee

A. Purpose of ABLED, Inc. Staff Development Committee

The purpose of the Staff Development Committee is to ensure that all ABLED, Inc. staff and contractors are trained according to the Policies and Procedures established by the Board of Directors. The purpose and responsibilities are to ensure all staff receive follow-up training as necessary and appropriate. Staff training needs are identified through a combination of surveys, Staff Development Reports, performance reviews, and direct contact with co-workers by the Staff Development Committee. The Staff Development Committee will review the staff development plan annually. This committee will ensure and verify that all training is conducted by competent persons.

B. Membership of Staff Development Committee

The membership of the Staff Development Committee will include the Chief Operations Officer, the staff nurse, and at least two other Board Members. The committee members must be persons free from conflict of interest and who will ensure the confidentiality of information related to individuals served.

C. Operation

The Staff Development Committee shall meet at least twice a year (it is recommended that the meetings occur quarterly). Members shall serve for one year and may choose to be re-appointed annually. The Committee shall choose a chairperson and vice-chairperson annually. This shall occur during the first meeting of the calendar year.

D. Officers

The officers of the Staff Development Committee shall be the Chairperson and Vice-chairperson.

E. Election of Officers

Election of officers shall take place at the first regular meeting of each calendar year. Officer terms of service will begin immediately following election.

F. Duties of Officers

The Chairperson shall schedule all meetings with the assistance of the Chief Operations Officer or his/her designee and shall preside at all meetings. The Chairperson shall report to the Executive Committee quarterly if the Staff Development Committee has



recommendations or comments to be given to the Board. The Vice-chairperson shall assume the duties of Chairperson in the absence of the Chairperson.

G. Meetings

Regular meetings will be scheduled quarterly, or as deemed appropriate by the Chairperson with no fewer than two meetings held per year. A quorum shall be a simple majority of the membership of the Staff Development Committee. The membership and Chairperson of the Board shall receive one week prior notice of all scheduled meetings.

H. Format of Meetings

Meetings shall be conducted using Robert's Rules of Order as a guide.

I. Minutes

A list of current members shall be maintained. Meeting minutes will be maintained and available upon request to individuals served by the agency, representatives of individuals served, staff persons, and the Health and Human Services System - Developmental Disabilities System.