



Department of Social Services

Advisory Board

Charter

Purpose: To promote the mission of the Department of Social Services (DSS) by keeping apprised of the ongoing business, matters and issues that affect the Department.

Objective and Scope:

To be a supportive representative of DSS throughout the County and State.
To advocate, advise and facilitate community connections.

Accountability:

- to BOCS appointer by advocating for the needs of DSS and those served in its programs;
- to PWC citizens by advising DSS based on one's expertise and knowledge;
- to the DSS Director by facilitating community connections helpful to fulfilling DSS' mission; and,
- to DSS Employees by supporting DSS in the community.

Team Membership:

- BOCS Appointees

Term Limits:

- Term limits are set in the Code of Virginia 63.2-305.

Team Member Roles:

- Input
- Advise
- Advocate
- Support
- Facilitate community connections

Group Values and Norms:

- Attendance
 - Quorum = 1 over ½ appointed
 - If cannot attend, notify Clerk (Linda)
 - Weather – Chair & Director decide
 - 6:00 PM start time for meetings

- Actions
 - Review Charter annually or as needed
 - Attend Scheduled Meetings
 - Be available to staff when requested to offer expertise
 - To attend and participate when available:
 - Annual Full Staff Meeting
 - Adoption day
 - Judges Dinner
 - Child Abuse Prevention Month Pinwheel Garden Celebration
 - Other Department Functions
- Behaviors
 - Robert's Rule of Order
 - Confidentiality

Meeting Structure:

- Frequency
 - Meeting dates will be decided and voted on at the first DSS Advisory Board meeting of the calendar year (usually January). Additional meetings can be convened as necessary, by notifying the Clerk at least 5 business days prior, so to provide sufficient time to publicly advertise an unscheduled meeting. Meetings will begin at 6:00 PM unless otherwise noted and take place on the third Tuesday of any given month.
 - Meeting locations vary throughout the County and will be noted on the official meeting schedule distributed to board members and posted to the PWC website.
- Officers
 - A Chair and Vice Chair shall be elected by Advisory Board Members once per year in January.
 - The Director shall serve as secretary to the board.
- Agenda
 - Chair and/or Vice Chair meet with Director to set
 - Agenda sent out 1 week prior to meetings and will include:
 - Public Comment
 - Director's Time
 - Executive Session
 - Board Member's Time
- Voting
 - Quorum

- Minutes
 - Clerk will take and record
 - Minutes from previous meeting sent out 1 week before meetings
- Disaster Protocol
 - If for any reason an emergency is declared by State, County or Federal authorities, the following protocol will be in effect:
 - At least five (5) members must be physically present at a meeting to be considered a quorum for our Board, according to VDSS regulations
 - Up to three (3) members will be allowed to participate in the meeting from a remote location, through the use of internet meeting software or by conference call, and will be allowed full voting rights

Communication Expectations:

- The team will communicate between meetings by:
 - contacting the Director or the Clerk via
 - Email – do not ‘reply all’
 - Telephone
 - Adhere to FOIA
- The team will communicate in meetings:
 - In person
 - By telephone if approved by Chair