



Virginia Department of Behavioral Health  
and Developmental Services

## **The Virginia Individual and Family Support Program Regional Council Leadership Board Member Description**

### **What is the IFSP Regional Council?**

The Department of Behavioral Health and Developmental Services (DBHDS) established the Individual and Family Support Program (IFSP) Regional Council to support the local implementation of [Virginia's Individual and Family Support State Plan](#) and to work in collaboration with the IFSP State Council to provide general recommendations to the Department on its plan to increase family supports throughout the Commonwealth.

Each region has a Regional Council Leadership Board appointed by DBHDS to serve as local leads for each IFSP Regional Council. Regional Council Leadership Boards will be responsible for leading Regional Councils in coordinating local activities and initiatives to increase the knowledge and capacity of local communities to serve the needs of people with developmental disabilities and their families.

### **What do Regional Council Leadership Board members do?**

Regional Council Leadership Board members represent the perspective of families and individuals with a developmental disability and/or share their knowledge as experts in the fields of developmental disabilities. They lead the Regional Council they serve by planning meetings and events that meet the needs of their community.

Specific duties of Regional Council Leadership Board members include:

- Building local networks to increase the number and types of supports received by individuals on Virginia's Developmental Disability Waiver Waiting List (the Waitlist);
- Serving as a liaison between their local communities and the State Council; and
- Providing regular updates on local activities.

### **What are some of the characteristics DBHDS is looking for in a Regional Council member?**

- Local leadership experience around developmental disabilities and an interest in promoting the IFSP at a local level;
- A willingness to share insights and opinions and to actively participate in meetings, primarily virtually and, at times, in-person;

- The capability to reflect on personal experiences while also understanding the views of others and develop recommendations that are for the greater good;
- Experience using technology for virtual meetings, experience using meeting platforms such as Teams or Zoom. Familiarity with email communications and software applications such as Microsoft and Adobe; and
- The capability to attend meetings quarterly primarily using a virtual platform, noting there may be opportunities for an in-person meeting, as determined by IFSP and the Council.

### **Are there any required qualifications for Regional Council Leadership Board members?**

Yes. Regional Council Leadership Board members must be residents of the Commonwealth of Virginia.

### **How can I apply?**

IFSP advertises the new council application every fall. Please [subscribe to our email list](#) and [follow us on Facebook](#) for updates.

### **Who will review and approve my application?**

All self-nomination applications will be submitted to DBHDS for initial review. DBHDS will review the self-nomination applications and recommend applicants to the Regional Council. Selected applicants will be asked to participate in a virtual, in-person, or phone interview with a Regional Network Coordinator and as available a current council member for that Region. Based results of the interview and recommendations to IFSP, a determination will be made for appointment consideration.

### **How long is the term of service?**

Terms for Regional Council Leadership Board members are one calendar year. Regional Council Leadership Board member terms may be renewed as determined by IFSP.

### **What if I have more questions?**

If you have questions about the Regional Councils, please attend a Regional Council meeting in your community. Please visit our My Life, My Community website to [find and connect with your Regional Council](#). Or email us at [IFSPCommunity@dbhds.virginia.gov](mailto:IFSPCommunity@dbhds.virginia.gov)!

