



**Loudoun County
Disability Services Board Committee
Description & Board Member Responsibilities**

The purpose of the Loudoun County Disability Services Board (DSB) is to:

- A. Provide input to the Board of Supervisors and local agencies on service needs and priorities of persons with physical and sensory disabilities;
- B. Provide information and resource referral to local government, businesses and individuals regarding the Americans with Disabilities Act, and;
- C. Provide such other assistance and advice to local government as requested.

The DSB meets on the third Thursday of each month at 7:00 p.m. in the Loudoun County Government Building, 100 Harrison Street SE, Leesburg, in the first floor Purcellville Room.

Serving as a Board Member is one of the most challenging and rewarding of volunteer assignments. While appointment to a board is an honor, board members have important responsibilities that require a commitment of time and physical presence. Please consider your time constraints carefully before making a commitment to seek a nomination. Board members can expect to commit an average of four hours a month in service to the DSB.

Individual Board Member Responsibilities

- Attend all board and committee meetings and functions.
- Be informed about the Committee's purpose and programs.
- Provide DSB reports and written materials.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committee and task forces and offer to take on special projects.
- Inform the public about the DSB.
- Engage in public relations and advocacy activities.
- Follow conflict of interest and confidentiality policies.
- Provide contact information receive DSB communications, and contact members.



Loudoun County Disabilities Services Board (DSB)

Membership Application

***Attach a letter of interest, and resume if you wish. Use N/A if an item is not applicable.**

Date _____

Name _____

Phone (Home) _____

Phone (Work) _____

Fax Number _____

E-mail _____

Address _____

City/State/Zip _____

Do you have any experience with dealing with people with physical or sensory disabilities?

Self _____ How long? _____ (years)

Immediate Family Member(s) _____ How long? _____

Extended Family Member (s) _____ How long? _____

Other Individuals (friends, volunteer services, etc.) _____ How Long? _____

No first-hand experience, but interested in issues and want to participate _____

Other Comments:

1. What skills, expertise, and passions do you possess which you can offer to the DSB?

2. What do you hope to gain from this experience?

3. In your mind, what role should the DSB play in the community AND list any specific ideas you have to enrich what the Board does?

4. Have you considered the commitment being a Board Member of the DSB will require?

When finished, please e-mail the application to catherine.motivans@loudoun.gov or mail to DSB, c/o Catherine Motivans, Loudoun County Government, 1 Harrison Street, S.E., Mailstop #03, Leesburg, VA 20175.