

**LAKE COUNTY BOARD OF DD/DEEPWOOD**

**BOARD POLICY**

Reviewed and Adopted by the Board  
Date: November 18, 2019

Signature on File  
Elfriede Roman, Superintendent

**I. SUBJECT: SPEAKER'S BUREAU**

**II. PURPOSE:**

To define and establish the Agency's "Speaker's Bureau" as a means to educate individuals and community groups and organizations about the Lake County Board of DD/Deepwood and topics related to disabilities.

**III. POLICY:**

The Board endorses the use of the speaker's bureau as an outreach to the community by providing presenters and programs regarding the Lake County Board of DD/Deepwood and subjects related to developmental disabilities. A "speaker" is defined as an employee or volunteer who has been designated to represent the Agency and give presentations. The Speaker's Bureau shall formalize and document such activities. No employee or volunteer shall speak on behalf of the Agency without the approval of the Superintendent. He/she must use authorized materials when presenting about the Agency. The Director of Marketing will track the number and type of presentations done throughout the year for quality assurance and program evaluation purposes.

**V. DISTRIBUTION:**

Board Members  
All Management Staff  
All Staff (via Department Managers)  
LEADD President

**VI. REVIEWED:**

11/19, 11/17, 11/15, 11/13, 11/11, 11/09, 09/06, 09/04