**Section 2260.40 Structure and Governance**

a) The Secretary of the Department of Human Services, or his or her designee, shall serve as the Board Chair. Board Chair responsibilities include:

1) Designating a Steering Committee of four to six Board members;

2) Assigning Board members to workgroups based on expertise of assigned tasks; and

3) Adopting bylaws for the internal management of the Board, a copy of which is to be filed with the Associate Director of DFCS.

b) Steering Committee responsibilities include:

1) Meeting monthly;

2) Setting the agenda for Board meetings;

3) Convening and facilitating Board meetings;

4) Monitoring the membership and ensuring vacancies are filled timely;

5) Monitoring the completion of the Board's legislative mandates;

6) Monitoring the completion of the Board's Annual Report to the General Assembly;

7) Convening workgroups to complete tasks described in a work plan or ad hoc groups as other issues arise;

8) Developing a work plan for the assigned task;

9) Reporting on activities toward completion of a work plan at Board quarterly meetings;

10) Designating Chairpersons for workgroups;

11) Monitoring the evaluation and completion of annual work plans;

12) Acting as liaisons to various outside interest groups and bringing issues/work back to the workgroup;

13) Reviewing and advising the Board of any new initiatives (i.e., national, federal and state) and how they should be carried out in Illinois; and

14) Receiving reports from the Board's Chairperson related to DHS and Title V activities.