

**Guardianship Certification Board
Division of Responsibilities Policy
(Effective October 26, 2007)**

1. **Policy.** The purpose of this policy is to distinguish the policy making responsibilities of the Board and the management responsibilities of the Director, as required by Government Code § 111.022.

2. **Definitions.**

- a. “Board” means the Guardianship Certification Board established in Chapter 111, Government Code, and includes a duly-established official committee of the Board.
- b. “Director” means the Guardianship Certification Program Director as defined in Government Code § 111.021. The Director is an employee of the Office of Court Administration, to which the Board is administratively attached, and serves as staff for the Board.
- c. “Policies” means policies duly adopted by the Board.
- d. “Rules” means the Rules Governing Guardianship Certification, as amended.
- e. “Standards” means the Minimum Standards for Guardianship Services, as amended.
- f. “Supreme Court” means the Supreme Court of Texas.

3. **Responsibilities of the Board.**

The Board must carry out the purposes of Government Code Chapter 111, and administer and enforce that chapter. Government Code § 111.016 sets forth specific powers and duties of the Board:

- develop and recommend rules and procedures for adoption by the Supreme Court;
- set fees, subject to approval by the Supreme Court;
- establish qualifications for certification, re-certification and provisional certification;
- determine if applicants meet the qualifications for certification, re-certification and provisional certification;
- issue certificates to qualified applicants;
- record certificates issued, renewed, suspended and revoked
- appoint necessary and proper committees; and
- record Board proceedings.

The Board shall also perform any other duty required by Government Code Chapter 111 or other law.

4. **Responsibilities of the Director.**

The Director administers policies, rules and standards set by the Board. The Director is responsible for carrying out the daily business of the Board and performing the necessary administrative functions to implement and enforce statutory requirements, as follows:

- develops procedures and forms
- documents policies and procedures
- disseminates information on the Board's policies and rules;
- processes applications for certification, re-certification and provisional certification in accordance with Board guidelines;
- keeps the records pertaining to applicants and certified and provisionally-certified guardians, including certificates issued and disciplinary actions taken;
- staffs and keeps the record of Board meetings and prepares minutes for the Board's review and approval;
- brings items to the Board's attention for its consideration, including, but not limited to, proposals for new or amended Rules and agenda items for Board and Committee meetings; and
- performs other duties as necessary or as delegated by the Board.