



## **Advisory Committee Member Position Description**

**MISSION:** The mission of the Aging and Disability Resource Center serving Calumet, Outagamie and Waupaca Counties is to offer adults, families, and the community a single point of contact for information and assistance, plus individualized service planning to enhance self-sufficiency and quality of life.

**PURPOSE:** The purpose of the Aging and Disability Resource Center serving Calumet, Outagamie, and Waupaca Counties is to help people make the best decisions to prevent or postpone the need for long-term care services and preserve personal resources for as long as possible.

### **COMMITTEE STRUCTURE:**

1. The Committee will be comprised of three (3) county board supervisors, one representing each county, and nine (9) citizens representing each of the target groups served by the ADRC;
2. At each Annual Meeting determined within the Bylaws of the Committee, a Chair, Vice-Chair, and Secretary will be elected;
3. Each respective Health and Human Services Board / Human Services Board will make recommendations for appointments to the Committee based upon each county's board process;

**POWERS AND DUTIES:** The ADRC Advisory Committee will serve to advise each respective county Health and Human Services Board / Human Services Board. The committee will have the following powers and duties:

1. Make recommendations on the structure, policy, and procedures of the ADRC;
2. Ensure that the ADRC has a viable plan for implementation and operation;
3. Ensure the quality of ADRC services;
4. Identify unmet needs and develop strategies to address them;
5. Ensure input from consumers, service providers and local constituents in general in the policies, practice and goals of the ADRC;
6. Ensure that the terms of the State/County ADRC contract are fulfilled;
7. Represent the interest of all target groups served by the ADRC;
8. Conduct periodic evaluation of all ADRC activities including committee activities to ensure long term effectiveness;
9. Serve as an effective and visible advocate for the ADRC and the consumers served by the ADRC.
10. Ensure compliance with Wisconsin Open Meetings Law.

**EXPECTATIONS:**

1. Attend regularly scheduled meetings and participate in standing or ad hoc committees.
2. Review meeting materials and participate in discussions of board agenda items.
3. Request additional information or training about any issues, programs, policies or procedures that may be unclear.
4. Participate in training or informal meetings available to board members.
5. Identify unmet needs or barriers to quality services of the target populations and share this information with the board.
6. Encourage input from stakeholders concerned about the target populations.

**QUALIFICATIONS:**

1. Must have a strong interest in the health, safety and well-being of all target populations.
2. Must have the ability to attend regularly scheduled meetings.
3. Must not hold a position that could constitute a conflict of interest.
4. Must have the ability to effectively participate in a committee setting.

**TERMS OF OFFICE:** Board appointments shall be for either two (2) or three (3) years. However, if a county board supervisor is not re-elected in their respective county, their ADRC appointment would be terminated and a county board / human services board appointment will be made.

**ABSENCES:** Any member that has more than 50% or more unexcused absences in a twelve (12) month period from regular advisory committee meetings, will resign his / her position on the advisory committee. An unexcused absence is defined as an absence in which the member did not notify the Chairperson or the appointed agent that he/she would be unable to attend the meeting.

Approved November, 12, 2009