

## Policy Memorandum

### Advisory Council – III-C

#### MEMBER RESPONSIBILITIES

Date Effective: 07/01/1993  
Date Revised: 08/25/2008,  
03/12/2014

Director's Signature: \_\_\_\_\_  
Advisory Council Chair  
Signature: \_\_\_\_\_

*Wet*  
*Nancy Cowe*

#### Policy:

The policies outlined in the Advisory Council By-Laws are expanded upon to maximize participation and representation of members.

#### Procedure:

Advisory Council members will fully represent the interests of the seniors that they have been selected to represent and will bring forward their issues and concerns to the Advisory Council and to committee meetings.

#### Members Responsibilities

In addition to the policies described in the By-Laws, each member is:

1. To notify the Director , in advance, of an expected absence from meetings or activities;
2. Three or more consecutive absences from Advisory Council meetings will result in removal from the Advisory Council. Exceptions shall be made at the discretion of the Advisory Council chair and Director.
3. All members are expected to actively participate and join at least one committee.
4. All members will understand their role on the Advisory Council and act as advisors on senior issues to the Advisory Council and the Ventura County Board of Supervisors. Members are not policy makers or the voice of the Board of the Supervisors on senior issues.
5. Topics of countywide concern should be placed on the Advisory Council agenda for discussion. Members are to contact the VCAAA Director or Deputy Director two weeks prior to the meeting for agenda placement. If less than two weeks is available, contract the Advisory Council chair or Director for last minute placement on the agenda.

### **Council on Aging Members**

1. Represent the interests of the local Council on Aging that elected/selected them by bringing information on issues affecting or of concern to seniors to the Advisory Council.
2. Information presented in committee meetings or at the Advisory Council meetings should be brought back to and shared with the local Council on Aging.

### **Supervisory Appointees**

1. Represent the overall senior interests for the supervisory district they have been appointed under.
2. Ensure that no conflict exists in positions that the Supervisory appointee takes versus the established position of that supervisor.

### **Service Providers and Special Population Members**

1. Service Providers represent the interests of all senior service providers on the Advisory Council and Ensure that the projects the Advisory Council chooses to embark on and participate in do not adversely affect service providers. When appropriate, represent the interests of service providers in the development of Requests for Proposals in ensuring that the grant requirements are not overly burdensome.
2. Special Population Members represent the interest of the population that they are elected to represent. This includes the LGBT, Disability, Mental Health, Veteran and Family Caregiver communities. Members are to ensure that projects the Advisory Council chooses to embark on and participate in considers the interests and needs of the special populations. Additionally, it is the expectations that the needs and concerns of these communities are brought forward to the Advisory Council for discussions and consideration and any action taken by the Advisory Council is also discussed with these communities.
3. Bring to committee meetings the interests of service providers special populations and the knowledge of unmet needs in the community and possible solutions.

### **California Senior Legislature**

1. Represent the interests of the Advisory Council at the California Senior Legislature.
2. Bring information provided at the California Senior Legislature back to the VCAA Legislative Committee.

3. Participate on and bring information relating to countywide senior concerns to the VCAAA legislative committee. Potential bills and legislative solutions will be discussed in the legislative committee and agreed upon before going to the full Advisory Council for a vote.
4. CSL members will work with VCAAA staff and committee members to draft legislative language for annual CSL bill consideration and well as potential federal and state legislation. CSL members and the Legislative Committee will also work with VCAAA staff on the annual County of Ventura legislative platform to make sure the interests of seniors are represented. Should legislation come up through the legislative committee in the interim period, the position or action of the Advisory Council on such legislation would be taken by the Director to the County Executive Office for approval prior to any action.
5. Items of interest to the full Advisory Council will be provided to the Director for inclusion in the Advisory Council packet. CSL members will be given space in the "Informational Items" section of the Advisory Council packet.
6. Legislative information that is not covered in the legislative committee report or included as part of the Advisory Council packet will be given during the "member comments" section of the Advisory Council meeting.
7. CSL members may serve on other committees if they so desire.

#### **Annual Executive Committee Training**

In July of each year, the newly elected Executive Committee Members of the Advisory Council will participate in board training which at a minimum will include Brown Act requirements and parliamentarian procedure.