



Northwest Senior & Disability Services (NWSDS)

Advisory Councils' Membership Overview and Application

General Statement of Responsibilities:

The function of the Advisory Councils is to advise the Board of Directors and the Executive Director(s) on the general welfare of older adults and people with disabilities in the area served by NWSDS (Clatsop, Marion, Polk, Tillamook and Yamhill counties). It is to also advise the Board of Directors on the services to older adults and people with disabilities served by the Agency, and on all important matters effecting the operations of the agency, except for matters of personnel administration, staff pay, and benefits.

Membership of the Advisory Council:

The Councils are composed of 20 members for the Senior Advisory Council (SAC), and 15 members for the Disability Services Advisory Council (DSAC), representative of the counties served by the Agency. At least one-half of the members are sixty years of age or older, or are people with disabilities. Membership also includes representatives of minorities, local elected officials, consumers of services under Aging and People with Disabilities (APD) Division programs, rural community members, and the general public.

Terms of Appointment:

Members appointed to a regular term shall serve for two years on a rotating schedule with one-half of the members' terms expiring each year. There are no term limits. Appointments are approved by the Agency Board of Directors.

Activities of Members:

Depending on the goals of the Council and individual interests, members serve on committees that participate in the following types of activities:

- Review and make recommendations about Agency goals and objectives.
- Give advice about policies and priorities of the Agency as it relates to individuals served.
- Share in the development of new ideas/concepts within the Agency.
- Monitor legislative issues affecting older adults and people with disabilities and taking action as determined by the Councils.
- Monitor agency programs.
- Advocate for programs or services needed to improve the quality of life of older adults and people with disabilities.

Expectations of Council Members:

- Become acquainted with Agency services so they can better advise the Board of Directors and the Executive Director(s) on the needs of individuals served by the Agency. Council members give advice on matters related to day-to-day Agency programs. Members are not involved in any way with personnel, staff pay or benefits.
- Attend meetings. A member with three unexcused absences within a six-month period can be considered by the Steering Committee for recommendation to end appointment.
- Avoid any possible conflicts of interest. Members are required to sign a Conflict of Interest form, which indicates that if a council member has a conflict of interest because of employment or association with other organizations, they will disclose this to the Chair and refrain from voting or influencing decisions relevant to the conflict of interest.
- Treat information given or exchanged about older adults and people with disabilities served by the Agency as confidential. This may include not discussing friends or family members who are served by the Agency at council meetings. Members are required to sign a Statement of Confidentiality form.
- Participate in discussion at meetings, but keep discussion relevant to the subject under consideration and at the appropriate time on the agenda.
- Only represent the council or the agency in person or in writing with the consent of the Council, Executive Director(s) and/or the Board of Directors. Written correspondence must be approved by at least the Council Chair and a quorum of the Steering Committee before it is sent as correspondence from the council. Members may send correspondence on their own as individuals, but never as Advisory Council members without the consent of the Council.
- Act as an advocate for the Agency and the people it serves, but not promote or oppose election petitions, candidates, political committees or ballot measures at meetings. Under ORS 260.432, members are not to take positions on these matters as part of their council duties. They may advocate for or against policies, bills, and state and federal budgets that impact older adults and people with disabilities.
- Promote positive working relationships by judging ideas, not personalities, and by supporting Advisory Council decisions once they have been made.

Council/Committee Responsibilities:

Committees include the Budget Committee, Joint Steering Committee, Joint Legislative and Advocacy Committee, Joint Monitoring Committee, Joint Nominating Committee, and the Joint Community Engagement Committee. Ad hoc committees are formed as needed. Members serve on one or more committees which can meet once a month or once a year.

Qualifications for Council Membership:

- Interest in and commitment to representing the interests of older adults and people with disabilities.
- Experience and background in working for the betterment of the lives of older adults and people with disabilities.
- Ability to work effectively with others.
- Ability to think objectively and express ideas.
- Willingness to devote time and energy to Council activities.
- Demonstrated leadership qualities.
- Interest in planning, policy development, and advocacy activities.
- A criminal background check will be required of any Council member who works directly with or has access to confidential consumer information as part of their role on the Council.

Send Application Package:

- Mail:
NorthWest Senior and Disability Services
Attn: Kim Hunt
PO BOX 12189
Salem, Or 9730
- E-mail: kim.hunt@nwsds.org
- Fax: 503-967-1848

Advisory Council Application

Section 1

Name: _____

Address _____

City _____ **Zip** _____

County of residence: _____

E-mail: _____

Phone number: (_____) _____ - _____

Put an **X** by which council you are applying for:

Senior Advisory Council ___

Disability Services Advisory Council ___

Section 2

1. Please list your current or previous occupation, membership(s), work and/or volunteer experiences in any local, state or national senior or disability organization(s). Indicate service on boards/councils or in leadership position(s). If you'd like to provide references, please include their names and phone numbers.

2. Describe how the experiences (listed above) have impacted or influenced your life as it is today and of those experiences, how will these experiences help you to be an effective and active Advisory Council Member.

3. Please explain your interest in serving on the Advisory Council:

a. What do you believe you will contribute?

b. What do you expect to gain from this experience?

4. Please describe the skills you will bring to the council (i.e. grant writing, legislative, community outreach, networking, etc.).

5. Is there a difference in advocating for seniors and people with disabilities? If so, what is the difference? What are the similarities?

6. What time commitment do you think this will require and what time commitment can you provide?

7. What district do you live in? Who is your senator and representative?

Section 3

Our bylaws require that each advisory member serve on at least one committee. Please read through the attached list of committees and their descriptions and mark an **X** on the ones that are of interest to you. You will be asked at the interview to share which committee(s) you will be serving on.

I authorize you to communicate with persons listed as references, former employers, and any others with whom you desire to check. I agree to hold such persons harmless with respect to any information they may give about me in making a determination about my volunteer status with NorthWest Senior & Disability Services.

Signature: _____ Date: _____

Section 4

Our bylaws require that each advisory member serve on at least one committee. Please read through the following list of committees and their descriptions and mark an **X** on the ones that are of interest to you. You will be asked at the interview to share which committee(s) you will be serving on.

Joint Steering Committee:

To make recommendations to the full SAC and DSAC on basic policy guidelines on the operations of the consumer-related activities of the Agency, and advise the Board on questions of consumer-related policy, to set the agenda for the SAC and DSAC meetings, and to act on behalf of the full SAC or DSAC, at or between, regularly scheduled meetings, if necessary.

Joint Nominating Committee:

To interview and recommend to the SAC and DSAC persons to be nominated to the Board of Directors for appointment to the SAC and DSAC; and to nominate, no later than the May SAC and DSAC meetings, persons to be Chairperson and Vice Chairperson for the following year.

Budget Committee:

The Budget Committee is responsible for reviewing and making recommendations to the Board of Directors regarding the adoption of the annual operating budget of the Agency, and reviewing and making recommendations to the Board of Directors on any proposed changes or amendments to the annual operating budget of the Agency, after initial approval of such budget.



Joint Legislative & Advocacy Committee:

To identify, follow and act on proposed legislation which will affect older adults and people with disabilities. This committee meets the first Tuesday of every month.

Goals:

1. To work with other interested older adults and people with disabilities to set priorities and determine key legislative issues for older adults and people with disabilities.
 2. To coordinate legislative activities, including tracking with other advocacy groups
 3. To decide on priority areas for legislative advocacy
 4. To solicit input from staff and individuals served as to what the area needs are for older adults and people with disabilities (this is to be done informally)
 5. To report back to the Advisory Councils on a regular basis
 6. To involve Advisory Council members who are not on the Legislative and Advocacy Committee in advocacy activities
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Joint Monitoring Committee:

To monitor contracted services provided by NWSDS Older Americans Act and Oregon Project Independence programs.

Policy: As per NWSDS Conflict of Interest policy, Monitoring Committee members who are receiving agency services or have family members receiving agency services must disclose that and decline to participate in any monitoring activities related to that service.

Goals:

1. To provide Advisory Councils opportunities for involvement in monitoring activities
2. To solicit input from individuals served
3. To inform the Advisory Councils of the findings