

## **AGING AND DISABILITY RESOURCE CENTER OF COLUMBIA COUNTY**

### **Board Member Position Description**

**MISSION:** The Aging and Disability Resource Center of Columbia County is a lighthouse in the county where the sole purpose is to empower and support seniors, people with disabilities and their families by being available to provide personalized assistance, information, and guidance for those seeking help navigating the private and public long-term care system

**PURPOSE:** The purpose of the Aging and Disability Resource Center of Columbia County is a place for the public to get accurate, unbiased information on all aspects of life related to aging or living with a disability. Professional staff are available to help you sort through individual options and make informed decisions.

**POWERS AND DUTIES:** The Board of Directors, herein referred to as Board, shall be the principal governing body of the Aging and Disability Resource Center of Columbia County. The Board shall have the following powers and duties:

#### **Operational Duties**

- The Board will be comprised of two (2) county board supervisors and ten (10) citizens representing each of the target groups served by the ADRC.
- The ADRC board appointees shall have the responsibility of recruiting and appointing the ten community representatives with the assistance of the ADRC Director.
- Determine the structure, policies and procedures of the ADRC within the State guidelines and local governance.
- Assure input from consumers, service providers and local constituents in general in the policies, practice and goals of the ADRC.
- Ensure that the terms of the State/County ADRC Contract are fulfilled.
- Ensure that there are no conflicts of interest involving or affecting the ADRC.
- Represent the interest of all target groups served by the ADRC.
- Conduct periodic evaluation of all ADRC activities including board activities to ensure long term effectiveness.
- Provide recommendations on selecting the Director of the ADRC.
- In concert with staff, develop annual goals to ensure programs are fulfilling ADRC mission.
- Oversee the on-going operations of the ADRC including annual review of interagency agreements.
- Provide financial oversight, including developing a budget and monitoring of expenditures.

### **Advocacy and Outreach Duties**

- Identify unmet needs and develop strategies to address them.
- Review and listen to grievances and appeals concerning long term care as outlined in the Consumer Rights Policy.
- Identify potential new sources of community resources and funding to serve the client populations.
- Recommend strategies for building local capacity to serve the client populations to elected officials, the Wisconsin Council on Long-Term Care, and the Department as appropriate.

### **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. Strong interest in the health, safety and well-being of all target populations.
2. Ability to attend regularly scheduled meetings.
3. Shall not be in a position that could constitute a conflict of interest.
4. Ability to effectively participate in a committee setting.

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

**ABSENCES:** Any member that has more than 50% or more unexcused absences in a twelve (12) month period from regular Governing Board meetings, shall resign his/her position on the Governing Board. An unexcused absence means that the absentee did not notify the Chairperson, HHS Executive Secretary or the ADRC Director that he/she would be unable to attend the meeting.