



**AREA AGENCY ON AGING, PSA 2  
ADVISORY COUNCIL**

**POSITION DESCRIPTION**

**POSITION TITLE:** Advisory Council Member

**BACKGROUND:**

The Area Agency on Aging, PSA 2 is an independent, private, non-profit corporation designated by the Ohio Department of Aging to plan and fund services for older adults in Ohio's Planning and Service Area 2 (PSA 2). The Advisory Council consists of twenty-seven members, three from each of the nine counties (Champaign, Clark, Darke, Greene, Logan, Miami, Montgomery, Preble, and Shelby). Each member has one vote. The Advisory Council reports to the Agency. The Chairperson of the Advisory Council serves as an ex-officio member of the Board of Trustees.

**PURPOSE OF THE POSITION:**

The Advisory Council carries out advisory functions that further the Agency's mission of developing and coordinating community-based systems of services for all older persons in PSA 2.

The Council advises the Agency regarding

- Developing and administering the Area Plan;
- Conducting public hearings;
- Representing the interests of older persons;
- All community policies, programs, and actions which affect older persons with the intent of assuring maximum coordination and responsiveness to older persons;
- Policies and procedures for service providers; and
- Agency allocations for services.

**RESPONSIBILITIES:**

Regional

- To prepare for and attend meetings of the Advisory Council.
- To be knowledgeable about services funded by the Area Agency on Aging as well as other services available to older adults.
- To become familiar with the by-laws of the Advisory Council and the mission, goals and objectives of the Agency.
- To participate in the Advisory Council process regarding funding recommendations on Older Americans Act and state related funds.

### Local

- To build a working relationship with the local County Council/Coalition on Aging, local service providers and local community leaders.
- To promote the Agency as a resource for older persons, caregivers, and service providers.

### **QUALIFICATIONS:**

The selected candidate will possess one or more of the following:

- Residency of the county being represented, and/or employment in that county.
- A close working relationship with the local County Council/Coalition on Aging.
- Experience working with older adults and/or senior citizen organizations.
- Interest in areas of responsibility performed by the Advisory Council.
- Experience as a consumer of services provided by the Agency.

*Members of the Advisory Council may not be employees of or hold financial interest in any agency funded through the Older Americans Act or through state funds that are competitively bid by the Area Agency on Aging, PSA 2.*

### **TIME COMMITMENT:**

The Advisory Council meets monthly in a location central to all nine counties. Some meetings may be cancelled for lack of business. Members of the Advisory Council may have a role in the agency's competitive bid process for federal and state funding. If there is competition for a service contract, certain members of the Advisory Council may serve on an Allocation/ Contracting Committee.

### **TERM:**

The term of office is three years, with the opportunity to renew twice.

### **SELECTION PROCESS:**

- Applications are posted on the Agency website and mailed to the appropriate county mailing list when a vacancy occurs.
- Completed application forms are reviewed and prioritized by a county selection committee appointed by the Chairperson of the County Council/Coalition on Aging.
- The selection committee's recommendation is taken to the Agency Board of Trustees.
- The Board makes the appointment.
- Written notification is sent to all applicants after the process is complete.

### **OTHER:**

Training is provided and mileage to Advisory Council meetings is reimbursed.