

## **AGEGUIDE NORTHEASTERN ILLINOIS ADVISORY COUNCIL JOB DESCRIPTION**

### **PURPOSE**

The purpose of the Advisory Council is to continuously advise AgeGuide Northeastern Illinois on all matters relating to the development of the Area Plan, the administration of the plan and operations conducted under the plan, including public hearings, and other functions pertaining to the quality of life for seniors.

### **RESPONSIBILITIES**

- Become familiar with the history, purpose, programs, and policies of AgeGuide.
- Attend Regular meetings of the Advisory Council which are held every two (2) months, on the fourth Thursday of February, April, June, August, and October with a meeting in either March or May.
- Recommend potential nominees to the Advisory Council who are persons of distinction and who can make significant contributions to further the mission of AgeGuide.
- Help attract funding resources to ensure the financial viability of AgeGuide and the older adults we serve. Assist by identifying potential funders through personal influence (corporations, individuals, foundations, etc.). Utilize skills and experiences to "get in the door" with potential funders.
- Belong to one or more committees appointed by the Chairman of the Board of Directors.
- Advocate with legislators and their staff members and others to help seniors stay healthy and independent in their communities by investing in Older Americans Act programs and services and other important senior and caregiver programs.
- Assist AgeGuide staff in evaluating current programs and services.
- Help set priorities for future planning including improving and expanding services.
- Assist AgeGuide staff in identifying problems and recommending solutions.
- Help strengthen community awareness and recognition of AgeGuide services.

### **QUALIFICATIONS**

The Advisory Council consists of representatives from DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry and Will counties.

1. Older individuals who are participants or who are eligible to participate in Programs assisted under the Older Americans Act;
2. Representatives of older persons;
3. Local elected officials; and
4. The general public.

### **TERM:**

Council members shall be appointed to a term of three (3) years, unless they are filling a vacancy or unless a new position is created. A maximum of 2 three year terms are allowed except when a person is elected to complete an unexpired term. At the completion of the unexpired term, that member is eligible for 2 additional terms in their own right.