



AgeGuide

NORTHEASTERN ILLINOIS **PERSONAL PROFILE**

Name: County:

Address: City Zip

Telephone: Home Work Cell

Email Address:

Year of Birth:

Source of Nomination: Self Organization:

Current or Past Occupation/Profession: Retired

Current Employer (if Applicable):

Address:

Education: 12 years or less 13-16 years 16 years or more

Academic Degree (s) held:

Institution granting degree:

Race/Ethnicity: Black, not Hispanic Amer. Indian/Alaskan Native

Asian/Pacific Islander Hispanic White, not Hispanic

Number of years you have resided in present county:

I am interested in serving on: Board of Directors Advisory Council Either

I am available for: **Board** meetings are held on the second Friday of the month at 1:00 p.m. in our Lombard Office (except for Annual Meeting in April). The Board meets 7 times per year, including the Annual Meeting.

Advisory Council meetings are held on the fourth Thursday of the month at 1:00 p.m. in our Lombard Office (except for Annual Meeting in April). The Council meets 7 times per year, including Annual Meeting.

I am available for Committee Meetings as needed (Committee Meetings are held during the day between 9:30 a.m. to 4:00 p.m. at our Lombard Office).

Yes No

Community or Professional Organization Affiliations (and offices held, previous and current):

Please state briefly why you would like to serve as an AgeGuide Board or Advisory Council Member.

Do you have particular qualifications or experience, which would be of value to AgeGuide? Please list:

Please state your current affiliation (if any) with AgeGuide, or organizations receiving funds from AgeGuide.

List local newspapers you receive or have access to for purposes of News Releases & Special Projects:

COMMITTEE APPOINTMENTS

AgeGuide has standing committees composed of Board members. The committees and their responsibilities are listed below. Advisory Council members serve on Board Committees as non-voting members.

Committee appointments, with the exception of the Nominating Committee, are made by the Chairman of the Board of Directors. The Board Nominating Committee is elected by the Board of Directors.

Please check the committee(s) you want to actively participate in (interest and time):

- Agency Operations Executive Finance Grants Review Legislative
 Planning Nominating Special Projects (see below to select event)

Agency Operations Committee:

Committee responsibilities include:

- a. Recommend the appointment of the Executive Director and conduct the evaluation of the Executive Director.
- b. Development of Salary Schedule for Agency personnel review of proposed staffing plan.
- c. Review and recommend changes where appropriate in the Personnel Policies and hear all appeals regarding personnel actions.
- d. Recommend and secure rental agreements pertaining to leasing of Office Space(s).
- e. Develop and recommend to the Board of Directors an agency operating budget.
- f. Review Agency Audits and assure grantees are properly audited.
- g. Review and recommend changes in the Agency By-Laws where appropriate.

Committee meets approximately 5 times and meetings may last half a day.

Executive Committee:

The Executive Committee is responsible for conducting Agency business under circumstances when the full Board of Directors is unable to meet. This committee is made up of Board Members only and meets as needed.

Finance Committee:

Committee responsibilities include:

- a. Investments.
- b. Strategic decisions on financial resources.

Committee meets approximately 5 times a year.

Grants Review Committee:

Committee responsibilities include:

- a. Recommend to the Board of Directors, grants management standards and criteria for awarding funds to service applicants.
- b. Review all applications for funding received by the Agency and submit recommendations to the Board of Directors.
- c. Assure that all projects funded by AgeGuide are monitored and evaluated.
- d. Review all project monitoring and evaluation findings.

Committee meets 6 to 8 times a year. Meetings during the grant period may last all day.

Legislative Committee:

Committee responsibilities include:

- a. Review proposed State and Federal legislation in order to recommend which should be supported by the Agency.

Committee meets in the mornings on the day of Board meetings. The committee meets approximately twice per year but there is the expectation that members will be available to consult regarding community implementation.

Planning Committee:

Committee responsibilities include:

- a. Determine the Agency's priorities for funding, geographical and service category, utilizing information developed with the Advisory Council
- b. Review and submit the Area Plan to the Board of Directors
- c. Develop and oversee the implementation of a Long Range Plan
- d. Participate in the development of resources, which are outside of the Area Plan
- e. Explore special initiatives and new ideas for program development
- f. Recommend to the Board of Directors Service Standards and criteria for funds awarded by AgeGuide

Committee meets 5 to 7 times each year and meetings normally last half a day.

Nominating Committee:

Committee responsibilities include:

- a. The Board Committee presents a slate of officers to the Board of Directors for election and the Advisory Council Committee presents a slate of officers to the Advisory Council for election.
- b. The Board Nominating Committee recommends replacements/appointments/reappointments of Board and Advisory Council members as vacancies occur. The Advisory Council Nominating Committee recommends applicants to the Advisory Council.

The Board Committee meets 2 to 3 times per year and has conducted its business via telephone Conference Call. The Advisory Council meets as needed.

Special Projects (Resource Development): Board & Advisory Council members are encouraged to attend and donate to events.

Special Projects oversees Agency special events to increase public knowledge about Older American Act services, as well as to produce events that raise money for the Holiday Meals on Wheels program, which receives no federal or state support. Events include the Senior Lifestyle Expo (held in August), Age Friendly Summit (TBD), and the Annual Meeting and Luncheon (Friday in April). The Outreach & Events Manager makes recommendations to the Board of Directors and the Advisory Council for continuing events and keeps them informed on fiscal responsibility, as well as recommendations to the Board on projects developed, i.e., volunteer awards, additional events, etc.

The Senior Lifestyle Expo has a standing committee specific to its event. Board and Advisory Council members are welcome to become an active participant on individual committees.

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Mail completed form to: AgeGuide, 1910 S. Highland Ave, Suite 100, Lombard, IL 60148 or email info@ageguide.org. Questions, call (800) 528-2000