

COMMUNITY RESOURCE CONNECTIONS FOR AGING AND DISABILITIES

LEADERSHIP COMMITTEE, JOB DESCRIPTION

PURPOSE OF THE POSITION

The purpose of this committee position is to serve as the formal means through which active citizen participation is provided to aid in the planning, oversight and evaluation of state and federally funded programs for the benefit and improving consumer access to long term services and supports.

Persons selected for membership on the Leadership committee are expected to use their skills, knowledge and experience as members of the community, to assist and advise the Collaborative membership of the Community Resource Connection for Aging and Disabilities (CRCs) with respect to programs and activities designed to establish highly visible and trusted resources where people can turn for information on the full range of long term services and supports and streamlined access to information, awareness, assistance.

Committee members must also be willing to provide and perform such services and duties as may be assigned periodically.

EXAMPLES OF DUTIES

Identify problems and needs of individuals in the community and provide feedback that would permit programs to reflect acknowledgement of these needs.

Generate new ideas and alternatives for action within the scope of streamlining access to long-term services and supports.

With training and staff support, leadership team members should be committed to helping the collaborative succeed and fulfill the mission they have set, which may include partnership development, and raising community awareness about issues relating to the needs of the collaborative.

Assist with the recommendation of priorities for allocation of funds for projects that benefit older adults, their caregivers and adults living with disabilities and help identify potential funding sources.

Participate in educational advocacy and accurately reflect the views of citizens who may have limited opportunities to self-advocate.

REQUIREMENTS

A. General

Leadership committee members should have an interest in community affairs.

Each leadership committee member must have a working knowledge of the organization, its customers, and the community.

Each leadership committee member must have knowledge of and an “expressed” commitment to the CRC’s mission.

Committee members must be willing to connect the organization to new friends and supporters, and be willing to be an ambassador for the organization when opportunities present.

B. Knowledge, Skills and Abilities

Ability to attend monthly meetings

Ability to attend training and other special functions related to the duties of the Committee position.

Ability to listen respectfully to the views of others and to use tact and to be courteous when representing the organization in public

Ability to review minutes, reports, budgets, memos and other documentation regarding issues presented or to be presented to the board

Ability to hold confidential information disclosed during discussion and deliberations

Ability to study and give counsel on identified issues of concern to CRC

Ability to acknowledge and represent the diverse views of individuals regardless of personal opinions and beliefs

Ability to maintain good communications with governmental officials at the local, state, and federal levels as necessary

Ability to use good judgment in all deliberations on matters brought before the Committee.

Ability to communicate effectively, both orally and/or in writing

Ability to establish and maintain effective working relationships with colleagues on the Leadership Committee