



ADVISORY COUNCIL MEMBER VOLUNTEER POSITION DESCRIPTION

Would you like to make a difference in the lives of Central Oregon seniors? Give back to your community in a rewarding and meaningful way? Work with other volunteers and staff members that share your passion? If these align with your values and goals, serving as a Senior Advisory Council Member might be a perfect fit for you.

Position Summary

The Senior Advisory Council was established under the Older Americans Act (OAA), and advises the Council on Aging of Central Oregon, the local Area Agency on Aging (AAA). The Advisory Council provides input to assist with the Area Plan, as well as new program development and service implementation to meet the needs of seniors in Deschutes, Crook and Jefferson counties. Members are ambassadors for the Council on Aging through advocacy, and by providing resource information to the community.

Members with diverse perspectives and backgrounds (seniors or current clients, culturally specific organizations, veterans services, mental health services, disability services) are welcomed and encouraged to apply.

Essential Duties and Responsibilities

The essential functions include, but are not limited to, the following:

- Gain knowledge and understanding of the Council on Aging of Central Oregon's programs and services for those 60 and older, caregivers, and key partners/service providers. Volunteer training opportunities, such as COA 101 and Advocacy 101, will be provided.
- Assist with the development and review of the Area Plan
- Serve as the "eyes and ears" of local seniors and their caregivers
- Review and comment on policies, programs, and actions that affect seniors
- Attend bi-monthly Advisory Council meetings. Meetings are typically held the third Tuesday of every other month beginning at 11:00 a.m. Meetings are in person and rotate locations, and a Zoom option is also available.
- Represent the Council on Aging at public forums and local government meetings, workshops or outreach events
- Provide written updates to the Advisory Council Chair on local happenings in your town/area

Minimum Qualifications (Knowledge, Skills, and Abilities)

- A connection to those who are 60 and older in your community
- Ability to communicate effectively with staff, volunteers and clients



COUNCIL ON AGING OF CENTRAL OREGON

- Basic computer skills, including the ability to use virtual meeting tools and email
- Sensitivity and tolerance of different views
- A resident of the county being represented, and/or employed in that county
- Ability to serve for a three year term (two term max)

Application and Selection Process

- Interested parties should complete a volunteer interest form:
<https://www.councilonaging.org/get-involved/volunteer-opportunities/>
- Applicants will be invited to meet with the Advisory Council Chair and staff lead
- Applicants complete Council on Aging volunteer application
- Completed applications are reviewed and voted on by the Advisory Council and Board of Directors
- Applicants are notified once the process is completed
- Must pass a background check

For more information, contact Daisy Cochran at dcochran@councilonaging.org or (541) 323-0463.