

COUNTY OF MONROE COMMISSION ON AGING

Commission on Aging Appointed Commission Member

GENERAL SUMMARY

Under the auspices of the Monroe County Board of Commissioners and Director of the Commission on Aging:

- Formulates and executes policy, funding processes and strategic planning for county approved senior millage
- Attends regular monthly, special and budgetary meetings to direct and enforce commission policy
- Advocates on behalf of Monroe County older adult constituents

ESSENTIAL FUNCTIONS

1. Conducts business and monetary decisions according to the agency's mission
2. Attends all Commission meetings (average 20-25 per year)
3. Reviews all monthly and year-end financial reports of the county agency and those agencies supported by Monroe County Senior Millage dollars
4. Formulates an annual operating budget on behalf of the Monroe County Board of Commissioners
5. Devises policy and procedure on behalf of the agency
6. Directs and engages in strategic planning efforts of the agency
7. Attends agency events and meetings on behalf of the commission and director
8. Monitors level of service/purchasing power of the millage

BOARD MEMBER QUALIFICATIONS

Education: High School Diploma and/or college course work required in any of the following: Business, counseling, gerontology, social work, communications, marketing, health field, law, accounting or related area.

Preferable Experience: Experience working directly with the older adult population or other non-profit agency's dealing with client services.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this description. The qualifications should not be viewed as expressing absolute standards, but as general guidelines that should be considered along with other board-related selection.

Physical Requirements Requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

- Ability to attend multiple meetings around the county
- Periods of prolonged sitting

Board Working Conditions:

- Meets in office-like conditions

*Adopted by MCCOA on June 10, 2009