



## Advisory Council on Aging (ACOA) Member Expectations

Newly appointed members of the ACOA sometimes find the onboarding process somewhat confusing, particularly understanding what is expected of our members and how to best fit into the organization. This document aims to clarify some potential sources of confusion.

The ACOA has 39 seats, all of which are appointed by the Contra Costa Board of Supervisors. Twenty (20) of those seats are held by Members-at-Large, who represent all of the Seniors throughout the County. Nineteen (19) of these seats are designated for certain cities strategically located throughout Contra Costa County in an effort to demographically represent a cross section of the County. These members are selected by each City and then appointed by the Board of Supervisors.

This is a list of expectations that applies to all members.

### ***Basic Requirements***

- Complete the **Brown Act & Better Governance Ordinance** video training upon appointment by the Board of Supervisors and send a signed affidavit attesting to its completion to AAA staff. Link to the training: [Brown Act & Better Government Ordinance Training Video](#)

*This training must be completed within the first three months of appointment and every two years thereafter.*

- Complete **Ethics for Local Government Officials** training upon appointment by the Board of Supervisors. Submit verification of completion to staff. Link to the training: [Ethics Training \(ca.gov\)](#)

*This training is must be completed within the first three months of appointment and every two years thereafter.*

- Complete **Implicit Bias Training** provided by the City of Richmond through a learning pathway series of [articles and videos](#).

*This training must be completed within the first three months of appointment and every two years thereafter.*



- Complete **Assuming Office Statement** via NetFile. An email with NetFile login information will be sent to your email address on file. If you have questions, please contact Jenny Lam at [jlam@ehsd.cccounty](mailto:jlam@ehsd.cccounty) or 925.655.0773.

*The Assuming Office Statement must be completed within 30 days of appointment.*

- Complete and submit **Form 700** annually (prior to April 1<sup>st</sup>). This can be done electronically by completing the form online at the County website and following the directions provided. (Print a copy for your own records) **Form 700 (ca.gov)** If you have questions, please contact Jenny Lam at [jlam@ehsd.cccounty](mailto:jlam@ehsd.cccounty) or 925.655.0773.

*The Form 700 must be completed annually prior to April 1<sup>st</sup>.*

- Complete a new Application when required/requested in order to remain a member of the Council.

### ***Knowledge***

- Become familiar with the ACOA by-laws and have a working knowledge of its articles. These not only provide a detailed outline of our organization but also include provisions for maintaining your membership in good standing.
- Become knowledgeable about the services funded through the Area Agency on Aging in addition to its Mission, Goals and Objectives.

### ***Communication***

- Have the ability to send and receive emails.
- Assist in written communications, such as reports and position statements, between Committees and the Advisory Council.

### ***Ethics and Respect***

- Although the ACOA welcomes frank and open discussions, it is important that such discussions be thoughtfully and respectfully carried out.



- Sit at the tables provided, with your name placard in front of you and your name tag clearly visible on your clothing. The perimeter seats are for guests and visitors.
- If attending via zoom, ensure your name shows on your screen.
- Turn off all electronic devices during the meetings to ensure full participation. Your cell phone should be either turned off or in vibration only mode. Leave the room temporarily to make/receive emergency phone calls.
- Recuse yourself and leave the room when there is an issue before the Council on which you have an apparent or even potential, perceived conflict of interest.

### ***Service and Participation***

- Serve as an Advisor to the ACOA by preparing for and attending both the General Council meeting and at least one Committee meeting on a regular basis. You are expected to be on time for meetings and attend for the full session. Active participation is encouraged.
- Declare which Committee you will join within 3 months of appointment to the Council by the Board of Supervisors.
- Act as an independent advocate for older persons, taking action on Federal, State and local policies/legislation affecting Seniors and Disabled adults.
- Assist in identifying the needs and priorities of Seniors and Disabled Adults.
- As an individual, ***not as a representative of the ACOA***, you should inform local senior advocates and organizations on specific legislation affecting Seniors and disabled adults pending before local, state, and federal governments.
- As a representative of the ACOA, act as a liaison between the stakeholders and advocacy organizations and the ACOA and County Board of Supervisors.
- Actively participate in the Advisory Council process of funding recommendations on Older American Act and State related funding proposals.



- Welcome all members, especially those who are new, and encourage their participation at meetings by asking questions and getting to know them.
- Be a buddy for new members to help facilitate new members onboarding.
- As a leader, seek out and encourage others to lead.

### ***Reports and Presentations***

- City Representatives must provide an annual 2-3-minute report to the General Council specifying the actions taken by their respective cities to respond to the needs of their senior populations.
- Committee Chairs must provide an annual report to the President of the ACOA in November for inclusion in the annual ACOA report to the Board of Supervisors. (Refer to the prior year's report for form and substance.)

Note: Cities may also impose additional requirements/expectations of their representatives to this Council.