



## Welcome to the Contra Costa County Advisory Council on Aging (ACOA)

Thank you for considering becoming a member of our council. As you embark on this journey, we want to provide you with essential information to ease your transition and make the most out of your experience with us. After you submit your application, the following steps are required for appointment:

### Members at Large/Alternate

1. Interview with Membership Committee
2. Membership Committee approval
3. Executive Committee approval
4. ACOA members approval
5. Family and Human Services Committee approval
6. Board of Supervisors approval

### City/Town Representatives

1. Interview with City/Town Council
2. Family and Human Services Committee approval
3. Board of Supervisors approval

This process ensures that each member is a valuable addition to our community. The appointment process may take several months to complete. Upon approval, attend at least two meetings a month: the overall meeting and a committee meeting monthly. Each generally meets a total of 10 months a year.

- **Committee Selection Process:**

You will have a three-month window to select a committee that aligns with your interests and expertise. This period allows for ample time to explore various committees and find your perfect fit.

- **Trainings and Documentation:**

Trainings are required for Advisory Council on Aging membership. These courses will help familiarize you with our organization's mission, values, and operational procedures. During this phase, you'll also receive and fill out necessary forms to complete your membership registration.

- **Engagement Opportunities:**

We strongly encourage you to attend our monthly meetings and participate in the general board discussions. Additionally, we invite you to attend different committee/workgroup meetings to gain insights into their functions and dynamics. This firsthand experience will help you determine where your skills and passions can best contribute.

- **Get in Touch:**

Should you have any questions or require assistance at any stage of the process, please don't hesitate to reach out to us. Whether it's before, during a break, or a few minutes before our committee meetings commence, we're here to support you every step of the way.

We look forward to welcoming you into our community and witnessing the positive impact you'll make as a member of the CCC Advisory Council on Aging.