Advisory Council on Aging (ACOA)

Officer Seminar

July 23, 2026

CONTRA COSTA COUNTY

EMPLOYMENT & HUMAN SERVICES

Today's Agenda

- Welcome
- Who are the Officers?
- What are the Officer Duties?
- Panel Discussion
- Thank-you for your interest

Who are the ACOA Officers?

ACOA officers include:

- President
- Vice President
- Secretary/Treasurer

Officer term:

- 1-year or until successors are elected or appointed
- May serve no more than 2 consecutive terms of 1-year each in the same position
- Elected annually during the December General Council Meeting

What are the ACOA Officer Duties?

President (CEO of ACOA)

1. Presides over Executive and General Council meetings
2. Helps set the agendas and reviews meeting minutes
3. Has working knowledge of Brown Act and Robert's Rules of Order
4. Ensures compliance to ACOA bylaws
5. Serves as direct liaison with AAA Division Manager and works closely with AAS Director
6. Appoints committee chairs no later than January full Council meeting
7. Appoints ad hoc committees & chairs, as necessary
8. Directs and approves Council related work done by staff. Advises staff on council policies, procedures & priorities as may be required
9. Presides at AAA annual public hearing
10. Secures presenters for full Council meetings

What are the ACOA Officer Duties?

President (CEO of ACOA) - *continued*

11. At request of AAA staff, provides narrative sections for Area Plans
12. Services as Council representative to the Triple A Council of CA (TACC)
13. Primary coordinator for production of mandated Council annual report
14. Ex Officio member of all committees (does not replace need to be a regular member of one committee)
15. Works with other officers and members to assist with growth and knowledge
16. Works closes with Vice President, monitors progress of Council's programs
17. Works with Council members to ensure satisfactory volunteer experience. Handles conflict between members
18. With AAS Director, is liaison for County Board of Supervisors
19. Works with staff to submit any matters required for review to County Counsel

What are the ACOA Officer Duties?

Vice-President

1. Attends Executive and General Council meetings
2. Is well versed in President's responsibilities and is prepared to assume Presidency if for any reason President vacates chair or is absent
3. Has working knowledge of Brown Act and Robert's Rules of Order
4. Is alternate Council representative to the Triple A Council of CA (TACC)
5. Receive and reviews Public Service Areas (PSA) reports and reports to the Executive Committee and General Council meetings
6. Works closely with the President and carries out all delegated responsibilities
7. Attends committee meetings on a frequent basis helps coordinate committee activities (does not replace need to be a regular member of one committee)
8. Serves as liaison with Committee chairs and ensures progress toward their stated annual goals

What are the ACOA Officer Duties?

Secretary/Treasurer

1. Attends Executive and General Council meetings
2. Calls the roll at the beginning of all General Council Meetings and declares the presence or absence of a quorum (20 voting members)
   - May delegate roll call to AAA staff
3. In the absence of the President and Vice President, calls the meeting to order until the immediate election of a chairman pro tem
4. When requested, handles the roll call vote on motions
5. Management of refreshment volunteer list for monthly General Council meetings
6. Prior to 2026, collected, maintained safekeeping and handled the "coffee fund" monies and prepared financial reporting

What are ACOA Committee Chair Duties?

1. Attends Executive and General Council meetings
2. Helps set the agendas and reviews meeting minutes
3. Arranges for and coordinates with presenters for Committee meetings
4. Presides over Committee Meeting, following Brown Act and Robert's Rules of Order
5. Selects, with Committee members, the Committee Co-Chair
6. Serves as a communications link between Committee members and the ACOA Executive Committee
7. Keeps the ACOA membership informed of the Committee's activities and enlists their help keeping local officials informed
8. Files an annual committee report no later than November 15th

Panel Discussion

A conversation with current and past officers

Roles

- What drew you to your officer role, and what did a typical term look like?
- How did you balance your responsibilities with other commitments?

Achievements

- What accomplishment during your term are you most proud of?
- What lasting impact did your work have on the Council or community?

Challenges

- What was the biggest challenge you faced, and how did you navigate it?
- What advice would you give to incoming officers?

Audience questions?

Interested in Becoming an Officer?

- **Let the Nominating Committee know of your interests!**
  - As background, the Nominating Committee is:
    - Formed at the August General Council meeting
    - Presents slate of potential officers at the October General Council meeting
    - Presents final slate for election at the December General Council meeting

- **Or contact Jill Kleiner:**
  jillkleiner@yahoo.com or (415) 572-3741

CONTRA COSTA COUNTY

EMPLOYMENT & HUMAN SERVICES