

# CONTRA COSTA COUNTY ADVISORY COUNCIL ON AGING

## OFFICER DUTY DESCRIPTION PRESIDENT

RESPONSIBILITIES	
1	Chief Executive Officer of the Advisory Council on Aging
2	The presiding officer – Conducts Executive Committee and General Council meetings.
3	Must have a working knowledge of Robert's Rules of Order and particularly "Duties of the presiding officer of an assembly."
4	Must have a working knowledge of the Brown Act and all Contra Costa County revisions or amendments to the Brown Act.
5	Ensures compliance to Council's bylaws, the Brown Act, and all local laws, ordinances, statutes and regulations.
6	Decides all questions of order at the meetings.
7	Serves as direct liaison with Area Agency on Aging Division Manager and works closely with the Director of Aging & Adult Services (A&AS).
8	No later than at the January full Council meeting, the President will appoint (or re-appoint) the Chairs to each committee and work group.
9	President has the authority to appoint ad hoc committees as necessary and appropriate. President will also designate the Chair for such committees.
10	Directs and approves Council related work done by staff. Advises staff on Council policies, procedures, and priorities as may be required.
11	Presides at Area Agency on Aging annual public hearing.
12	Secures knowledgeable presenters, speakers and/or other presentations as needed to be certain Council is well-informed on key issues. May also delegate responsibility for this to others as appropriate.
13	At the request of the Area Agency on Aging staff, provides narrative sections for Area Plans (and updates) or other reports or presentations as necessary.
14	Serves as the Advisory Council representative to the Triple A Council of CA (TACC), as well as at all additional functions as deemed necessary or appropriate (in cooperation with the Director of A&AS.)
15	Serves as primary coordinator for production of mandated Advisory Council annual report.
16	Ex Officio Member of all work groups, team and committee meetings. (Does <u>not</u> replace obligation to serve as a regular member of one group as outlined in Article IV (4.1) of the Council's bylaws.)
17	Works with other officers and members to assist with their growth and

	knowledge to ensure future strength of the Advisory Council on Aging.
18	Working closely with First Vice President, monitors progress of Council's programs against stated goals/objectives and/or work plans and implements corrective action(s) when necessary.
19	Works with Council members to ensure a satisfactory volunteer experience for them. Handles conflicts between members and/or inappropriate behavior by members.
20	Along with the Director of Aging & Adult Services, is the liaison for the County Board of Supervisors.
21	Works with staff to submit any matters required for review to County Counsel.

CONTRA COSTA COUNTY  
**ADVISORY COUNCIL ON AGING**

**OFFICER DUTY DESCRIPTION**  
**VICE PRESIDENT**

RESPONSIBILITIES	
1	Attends general Council and Executive Committee meetings.
2	Is well versed in the responsibilities of the president and is prepared to assume the responsibilities of the president if for any reason the president vacates the chair or is absent.
3	Must have a working knowledge of Robert's Rules of Order and particularly "Duties of the presiding officer of an assembly."
4	Must have a working knowledge of the Brown Act and all Contra Costa County revisions or amendments to the Brown Act.
5	Is the alternate representative for the Triple A Council of CA (TACC). Attends these meetings should the President be unable to do so.
6	Receives and reviews Public Service Areas (PSA) reports and reports to the Executive Committee and ACOA.
7	Works closely with the President and carries out all delegated responsibilities from the President; including as may be needed, attending functions at which the President is unable to be present.
8	Attends work group meetings on a frequent basis. (Does <u>not</u> replace obligation to serve as a regular member of one group as outlined in Article IV (4.1) of the Council's bylaws.)
9	Serves as a liaison with committee and work group chairs and ensures appropriate progress toward achieving their stated annual goals.

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**ADVISORY COUNCIL ON AGING**

**OFFICER DUTY DESCRIPTION**  
**SECRETARY/TREASURER**

<b>RESPONSIBILITIES</b>	
1	Attends general Council and Executive Committee meetings.
2	Call the roll at the beginning of all General Council Meetings and declares the presence or absence of a quorum (21 voting members.)
3	In the absence of the President and Vice President calls the meeting to order until the immediate election of a chairman pro tem.
	When requested, handles the roll call vote on motions and gives the results to the Chair or Presiding Officer.
4	Collects, maintains safekeeping and handles the "coffee fund" monies.
5	Handles all cash expenditures, disbursements and reconciliations.
6	Prepares brief monthly financial report and reports to Executive Committee.