

## **SUGGESTED FUNCTIONS OF YOUR ADVISORY COUNCIL**

The functions of the Advisory Council will vary from Area Agency to Area Agency, just as the community's needs and services vary. The following is a list of activities in which an Advisory Council member could become involved:

1. Serve as a link between the Area Agency on Aging (AAA) and the public.
2. Establish a membership with representation from local elderly organizations.
3. Develop bylaws that allow for smooth operation and continued growth of your Advisory Council.
4. Develop a basic manual spelling out the duties and responsibilities of Advisory Council members.
5. Develop an active working arrangement with area and local planning agencies that relate to services for seniors.
6. Develop a means of communicating with all local governments for the purpose of coordinating the planning and funding of services.
7. Ensure the highest possible representation on the Advisory Council for people who are actual consumers of services.
8. Suggest ways to conduct needs studies among current and potential service consumers.
9. Propose new and/or innovative programs that are based on participants' suggestions.
10. Assist in the conduct of assessments of service needs and development of new program plans.
11. Review and make your own recommendations on proposed program plans.
12. Assist in evaluating projects and services in a manner agreed to by your Board and AAA staff.
13. Assist in the recruitment of volunteers and the development of supportive volunteer activities.
14. Develop an analysis of issues that are of local or statewide importance.
15. Help in securing the resources necessary for implementation of programs.
16. Offer technical assistance on topics of expertise.