

Disability Services Advisory Council

Member Responsibilities

General Statement of Responsibilities:

The function of the Disability Services Advisory Council is to advise the Lane Council of Governments (LCOG) Board of Directors and Agency staff on services to be provided by Senior & Disability Services (S&DS), on the general welfare of people with disabilities in Lane County, and on all important matters affecting the administration of the agency except for matters of personnel administration, staff pay, and benefits.

Membership of the Advisory Council:

The Council is composed of nine to fifteen members representative of various parts of Lane County. Over half of the members must experience a disability.

Terms of Appointment:

Members appointed to a regular term serve for two years. Council by-laws allow members to serve up to three consecutive two-year terms. Any member, who misses three consecutive meetings without notifying the Chair or staff, may be terminated from membership, upon the recommendation of the Nominating Committee.

Activities of Members:

Depending upon specific Council goals and individual interests, members serve on committees which participate in the following types of activities:

1. Review and make recommendations regarding Agency goals and objectives.
2. Give advice about policies and priorities of the Agency as they relate to clients served and service providers.
3. Share in the development of new ideas and concepts within the Agency.
4. Monitor legislative issues affecting seniors and people with disabilities and taking actions to promote specific pieces of legislation as authorized to do so by the LCOG Board of Directors.
5. Monitor agency programs.
6. Advocate for care or services needed to improve the quality of life for seniors and people with disabilities.

Committee Responsibilities:

The Advisory Council's Committees are as follows: Executive Committee, Planning and Budget Committee, Joint Council, and Nomination Committee. (See attached for information on the compositions and roles of these committees). Ad hoc committees may be created as needed. Members may serve on one or more committees. Most committees meet every other month or as needed.

Travel Reimbursement:

If requested, S&DS will reimburse mileage for members. Reimbursement forms are available from S&DS staff upon request.

Membership Time Commitment:

An Advisory Council position requires a willingness to commit up to six hours every other month to the work of the Council. The Disability Services Advisory Committee meets from 10:45 a.m. to 1:00 p.m. on the third Friday of every odd numbered month (includes a catered lunch with both Councils). Members are mailed meeting materials about one week prior to meetings. Generally, it takes members under an hour to review these materials. Members also meet with the committee to which they are appointed. Committee meetings usually occur every other month or as needed, for one-and-a-half hours. Committee meeting materials are mailed or emailed to the member about one week prior to a meeting, and review usually takes under an hour.

Qualifications for Council Members:

1. Interest and commitment to representing the interests of seniors and people with disabilities.
2. Experience and background working for the betterment of seniors and people with disabilities.
3. Ability to work effectively with others.
4. Ability to think objectively and express ideas.
5. Willingness to devote time and energy to Council activities
6. Demonstrated leadership qualities.
7. Interest in planning, policy development and advocacy activities.