



# Community Action Advisory Board Member Position Description



## Board Member Positions

All positions on the Community Action Advisory Board (CAAB) are volunteer positions. There are three executive positions and nine general member positions. The executive team consists of the Chair, Vice-Chair and Secretary.

## Mission

The Community Action Advisory Board works to uphold the mission of Clark County Community Services: Clark County Community Services, through partnerships, supports all people in our community to increase their well-being and economic security.

## Commitment to Equity

Clark County Community Services recognizes past and present injustice and we work to heal it. We believe that everyone deserves to live a healthy and safe life. We have a moral obligation to support all members of our community who are underserved and underrepresented.

To achieve more equitable services, we must be inclusive and work in partnerships within our community. We use our commitment to equity to inform everything we do to address disparities. We actively listen to and center the voices of those who have been historically underrepresented in order to challenge structural and institutional racism and discrimination. We honor and respect the experiences and perspectives of the people we serve. We look inward to challenge our own beliefs and barriers. We engage and support diverse communities so that they thrive.

We celebrate our community becoming more diverse and hold that our journey and success are intertwined with each other.

## Board Member Qualifications

This is a valuable volunteer opportunity for those who are passionate about alleviating the causes and conditions of homelessness and poverty in Clark County. The ideal candidates will have the following qualifications to help the Board meet the tripartite requirement:

- ✓ Public Official Representatives (1 position per District): Members shall be elected public officials from each of the four Districts.
- ✓ Low-Income Representatives (1 position per District): Residents of Clark County who are or have been low-income and/or homeless in the community.
- ✓ Community Representatives (1 position per District): Residents of Clark County who represent a range of geographically, demographically, and culturally diverse populations.

## CAAB Board Member Role

- Make Clark County funding recommendations to serve basic and essential welfare, housing, health, and safety needs that are faced by low-income communities, families, and individuals.
- Provide input on long-range goals and guidelines for developing the Department's objectives, planning its programs, and evaluating performance of its programs.
- Encourage ongoing evaluation and enhancement of community service efforts to ensure appropriate responsiveness to changes within vulnerable populations.
- Establish a legacy that preserves human dignity and responds to basic human needs.
- Determine the priority needs of Clark County's low-income population, cooperating with other Departments, advisory boards, and with other community organizations that serve the same population.
- Assess and evaluate the progress of Community Action programs through semi-annual review of contract spending and outcome related performance.
- Provide input and help disseminate community reports regarding the work of Community Action, including the Community Needs Assessment, Community Action Report and others.
- Advocate in the public and private sectors on behalf of the interest of low-income populations in Clark County, as cooperatively as possible with other organizations that serve the same populations.
- Exercise other responsibilities that are or may be prescribed by federal or state law governing Community Action Programs, or that are delegated by Councilors, by the Councilors jointly with city governments, or by the Department.

## Board Terms/Participation

All Members are volunteers and serve three-year terms which will begin on January 1, or in the case of Members who fill mid-term vacancies, immediately upon appointment by the County Council, through December 31 of the third year following appointment. Members are invited to reapply for up to two additional consecutive three terms. If a member has two unexcused absences at board meetings, they will be removed from the board. An unexcused absence occurs when the board member does not notify staff in a timely manner that they will be unable to attend the meeting.

## Board Member Expectations

- Regularly attend and participate responsibly in committee meetings, and special events as able.
- Be alert to community needs.
- Advocate for and promote the mission, goals and objectives of DCS.
- Be willing to learn and understand the challenges facing DCS and issues of poverty and homelessness.
- Use any skills or training you may have to reinforce the work of DCS.
- Treat other members with respect and support the decisions of the Advisory Board.
- Ensure there is not conflict of interest in serving on the Advisory Board.
- Serve as a mentor for new members when they are appointed.
- Consult a CAAB Executive Team member or DCS CAAB staff member when concerns or questions related to the board arise.

## CAAB Member Benefits

- ✓ Strong understanding of Clark County funded nonprofit agencies and programs.
- ✓ Training opportunities, including CAAB member orientation, annual homelessness conference, outcomes vs. outputs training and others.
- ✓ Leadership opportunities within the CAAB, Clark County and beyond.

- ✓ Connections with engaged community members and elected officials.
- ✓ Information regarding key advocacy opportunities at all levels of government.
- ✓ Support of Clark County staff to ensure the needs of CAAB members are met.

### Meetings and Time Commitments

- The CAAB meets on the first Wednesday of odd numbered months at 9am at the Center for Community Health, or virtually during a declaration of emergency. Meetings last up to two hours, except for the January meeting, which is typically a full day.
- Board members should contact Clark County staff as soon as possible if unable to attend a meeting.
- Board members are asked to engage in self-determined advocacy activities each two-month period.
- Board members are encouraged, but not required, to attend community meetings or events.
- Board members should prepare for each CAAB meeting by reviewing the agenda packet.
- Board members spend three hours per meeting month on average attending meetings, providing advocacy and reading materials provided by the CAAB executive team. During Requests for Applications (RFA), an additional five to eight hours will be needed to read and score applications.

I accept my role and responsibilities as a Clark County Community Action Advisory Board Member.

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Printed Name

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Date

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Signature