

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Ageing Well Advisory Committee Member
<b>EMPLOYMENT TYPE:</b>	Volunteer
<b>DEPARTMENT:</b>	Community and Economic Development
<b>REPORTS TO:</b>	Community Development Team Leader
<b>RELATIONSHIPS:</b>	Federation Council staff and Councillors, other group members, seniors in the community, peers and service providers and agencies
<b>VERSION CONTROL:</b>	June 2020- Version 2

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### ABOUT FEDERATION COUNCIL

Federation Council is home to the thriving and diverse communities of Corowa, Howlong, Mulwala, Oaklands, Urana, Balldale, Boree Creek, Coreen, Daysdale, Lowesdale, Morundah, Rand, Rennie and Savernake.

Only three hours from Melbourne, four hours from Canberra and six hours from Sydney, the region boasts a great climate and vibrant atmosphere and is an ideal location for families, businesses and visitors to experience its exceptional lifestyle and opportunities.

Federation Council values our employees and the contribution they make to ensure the success and growth of our organisation. When you work for us, you can expect a challenging and rewarding work environment combined with excellent conditions including attractive salaries, hours, employee benefits and development opportunities.

### ORGANISATIONAL VALUES

#### Embracing change

We will create our future by being innovative and encouraging new ideas, opportunities and better ways of doing things.

#### Quality outcomes

We will strive for excellence and to deliver value for money for the community.

#### Accountability

We will plan well and report on our progress. We will ensure fair and transparent decision making and take responsibility for our actions.

#### Collaboration

We support each other as a team and will engage closely with the community.

#### Customer focus

We will be responsive and accessible to the community. We will be open, respectful and truthful in our dealings.

## POSITION SUMMARY

The Ageing Well Advisory Committee members are to provide advice and support to the Federation Council in relation to the ageing well for older people in the community.

## SPECIFIC RESPONSIBILITIES

### Committee Responsibilities

The specific responsibilities of the Ageing Well Advisory Committee includes the following:

- Represent and advocate for older people in the community;
- To listen to other seniors in the community and bring their views to the group for discussion;
- Provide feedback to other seniors from the community what happens in the meetings and what they should know about and get involved in;
- Respond to enquiries from the Council regarding specific senior issues in the Federation Council area;
- Provide direction and make responsible decisions on behalf older people and the wider community;
- Advise Council of effective ways to engage with the Federation Council community regarding ageing well and the health and wellbeing of older people;
- Help Council define the important strategic issues regarding ageing well about which Council can advocate to State and Federal Government and other relevant authorities and stakeholders;
- Support Council in a manner that is consistent with Council values and decisions of Council.

### Organisational

- Observe requirements of the WHS Legislation, relevant to the position and adhere to Federation Council Policies and Procedures regarding WHS.
- Observe appropriate Federation Council Policies and Procedures regarding day to day operations including Equal Opportunity, Social Media Policy, Media Policy and Code of Conduct.
- Promote and deliver Councils Corporate Values of Excellence, Integrity, Accountability, Innovation, Responsiveness and Teamwork.

## DUTIES

Specific duties of the Ageing Well Advisory Committee includes the following:

- Prepare for, attend and participate in meetings and other planned activities;
- Contribute the time needed to understand the Ageing Well Advisory Committee business papers.
- To treat other Committee members with respect, take turns at speaking and listening, respect different views, and work towards developing good working relationships
- Participate in senior focused reference groups and advisory committees;
- Provide guidance and advise to the Federation Council on the delivery of the Ageing Well Strategy 2018-2022;
- To plan, organise and implement initiatives agreed upon by the Ageing Well Advisory Committee and the Council Facilitator.
- Represent older people at special meetings, events and functions as requested by the Federation Council or facilitator.
- Work with the Council Facilitator and staff to plan and deliver a Seniors Festival initiative.
- Participate in senior focused reference groups and advisory committees.
- Provide timely feedback on documents provided for review.
- Provide reports to Council as requested.
- Abide by Council's Code of Conduct, Social Media Policy, Media Policy and all other Council policies.

## KEY SKILLS AND QUALITIES

Ageing Well Advisory Group members are in general expected to:

- Have good communication skills;
- Have a strong network in the community, which enables you to bring other people's perspectives to the group, take information out to the community for discussion, and identify opportunities for wider community engagement.
- Have strong knowledge of issues facing older people now and into the future.
- Understand the needs of older people and be prepared to advocate for on their behalf.
- Have the capacity to consult and represent a wide range of views.
- Ability to work with other people and in a team.
- Be prepared to undertake a police check and / or obtain a Working with Children Check prior to commencing.

Members are chosen because of their individual knowledge, networks and abilities and will not be representatives of particular interest groups.

## PHYSICAL AND MENTAL REQUIREMENTS/ABILITIES

This position requires the incumbent to:

- Driving to venues / ability to be transported to venues for meetings / workshops or have the ability to be able to use a communication platform to join a virtual meeting.
- Sitting and standing during meetings / workshops.
- Manual dexterity – to record information.
- Speaking and hearing – for fruitful discussion.
- Reading – to review documents prepared as part of the Ageing Well Advisory Committee such as meeting agenda and minutes and council reports.
- Communication skills to interact with a diverse range of people.

## SELECTION CRITERIA

Ageing Well Advisory Group members must be:

- Be aged 55 years or over.
- Reside in the Federation Council area.
- Be able to attend and participate in meetings regularly.
- Be able from time to time attend focus groups and participate in senior focused events and activities.

## ACCOUNTABILITY

Volunteers are accountable for personal compliance with the documented volunteer policy and procedures attached to this position description.

## MEETING

The Ageing Well Advisory Committee will meet monthly on a Monday at 10 am for discussion, activity planning and reflection.

## REMUNERATION

Members of the Ageing Well Advisory Committee are volunteers as such will not receive a wage. Volunteers will be reimbursed for “approved” out-of-pocket expenses incurred during the course of their duties. Receipts should be kept and provided to the Facilitator / Supervisor for processing as soon as possible.

## WORK HEALTH AND SAFETY

Volunteers are expected to:

- Comply with the provisions of the Work Health & Safety Act 2011 by taking all reasonable precautions to ensure the health and safety of self and others.
- Identify and report potential hazardous situations to Federation Council staff.
- Report as soon as practical to Federation Council any actual or near miss injuries and accidents.

## DRESS CODE

Volunteers should maintain a high standard of presentation and should be appropriately dressed at all times. Please refer to Federation Council’s Uniform Policy.

## VOLUNTEER TENURE

- The Ageing Well Advisory Committee will be flexible concerning multiple non-attendances by members, acknowledging the health and support needs associated with active citizen participation.
- In the event of unsatisfactory performance as a volunteer Council retains the right to discontinue their service. Council’s Code of Conduct, and related Council policies and procedures will determine this.
- Should a volunteer be terminated the volunteer will be advised by Council and provided a written explanation of the decision.
- A member may resign at any time, in the event that their circumstances change and they are no longer able to commit to attending and participating.
- Should a volunteer wish to resign they should submit a resignation letter or verbally express their need to resign to the Chairperson. The resignation is recorded in the minutes of the next meeting.
- Where vacancies occur, additional members can come from those who have previously gone through an expression of interest process or via a new expression of interest process undertaken.

## DECLARATION

I have read and understand the Volunteer Position Description and agree to abide by these expectations:

Name:	
Signature:	Date: