



New Trier Township
Volunteer Position Job Description
Advisory Committees
(Agency Oversight, Money Follows the Person, Special
Projects/Strategic Planning, Disabilities)

New Trier Township's recent strategic planning culminated in the creation of a new committee structure. The four Township committees are: Agency Oversight, Money Follows the Person, Special Projects/Strategic Planning, and Disabilities. Descriptions are below:

- *Agency Oversight* – This committee reviews grant proposals and makes recommendations to the New Trier Township Board regarding grants to non-profit agencies serving Township residents. Members act as stewards for Township funds, monitor the agency's programs and performance and identify unmet needs within the community. Monitoring may include site visits, review of agency materials, and meetings and discussions with agency staff and other committee members. This committee oversees agencies that serve the community in the following broad areas: Youth Drop-in Centers, Individual and Family Counseling/Emotional Well-Being, Senior Services, Crisis Intervention/Prevention Services, and Other Services.
- *Money Follows the Person* – This committee reviews grant requests from agencies that serve clients with mental illness and developmental and other disabilities. In this capacity it is similar to the Agency Oversight Committee. However, it is also responsible for exploring and expanding the concept of money follows the person, a new mechanism of funding for persons with disabilities in that the individual receives funding instead of an agency, and the individual can choose the programs and services that best meets their needs. The recently created Community Support Grants and Integration and Independence Grants are examples of this.
- *Special Projects/Strategic Planning* - The Township's new strategic plan dictates that this committee will have a number of functions perhaps including a needs assessment. It will also prioritize other projects identified in the plan and make suggestions for new programs and services that may be needed in the community. It will offer some members the opportunity to work on short-term projects and stay in touch with new and emerging issues and needs in the community.
- *Disabilities* - Created by statute, its charged with providing education and advocacy on behalf of persons with disabilities. Committee projects have included: creation of an Access to Worship Manual; An Information Day for Job Seekers with Disabilities; successful efforts to retain the elevators at the Winnetka Train Station; an event and community education forum on Disaster Preparedness for Persons with Disabilities and Aging in Place for Seniors and Persons with Disabilities, and other efforts at educating the community about the needs, skills, and abilities of persons with disabilities.

Time Commitment

All four committees will typically meet monthly for a 1.5 to 2 hour meeting, except for January and one or two months during the summer. The Agency Oversight and Money Follows the Person Committees also conduct hearings with the agencies applying for funding and make recommendations to the board about which agencies to fund and how much to fund them, within certain parameters set by the board. Preparation for these hearings requires members to read all the funding proposals and prepare questions for the agencies; this process may take several hours. Disabilities and Special Projects/Strategic Planning meet monthly and the time commitment may vary depending on how involved a member may get in committee projects or tasks.

Term

Each committee member may serve up to 2 three-year terms; members can rotate during their term to other Township Committees.

Qualifications

Committee members must be residents of New Trier Township. Committee members should have an interest in human services in their community and a sincere desire to learn about the work of the agencies we fund. Candid yet diplomatic discussion skills, detail orientation and good analytical skills are important. Knowledge and experience with Board development, governance, fundraising, and ability to evaluate program outcomes would be very helpful in evaluating and advising these agencies.

Benefits to Committee Members

Learn the non-profit agency activities in your community and educate yourself about community services and agencies meeting the needs of the community. Serve your Township as you build an understanding of how the Township and other funders work with and evaluate these agencies for effectiveness. Engage in thoughtful discussions about non-profit agencies, community needs, inter-agency coordination, and community services with trained professionals and with other smart committee members.

8/2009