



# Northwest Hennepin Human Services Council

Research, Planning and Coordination

## Advisory Commission Member Volunteer Description Summary

The role of the Advisory Commission member is to represent the human services needs of the residents residing in his or her city to the Council. The Advisory Commission member is a partner with the Council staff and the Executive Board of Directors supporting the mission of the Council.

The Advisory Commission's mission is to:

- Identify human services needs through citizens' input *and* Advisory Commission representation
- Provide citizen input, upon request, to NWHHSC on ways to address and meet those identified needs
- Perform various duties and responsibilities delegated by the Board of Directors

In executing the Advisory Commission's mission, the primary responsibilities of the Advisory Commission members are:

- Attend monthly meetings the third Thursday of each month January – June and August – November from 7 p.m. to 9 p.m. at NWHHSC office building.
- As a partner with the Council staff and the Executive Board of Directors, the Advisory Commission member contributes to the Northwest Hennepin Human Services Needs Assessment and reports, including at times:
  - Assist NWHHSC in collecting health and human services secondary data or relevant information at the state, regional and local level (e.g. study results, model and well established programs, news articles, etc.).
  - Assist in the review of the secondary data to determine pertinence, usefulness, and next steps.
  - Review drafts of research and reports that will be distributed from NWHHSC.
- Using objective data or information, recommend service goals, policies, program priorities, objectives and standards for the Northwest Hennepin County area.
- Communicate with City staff and City Council as necessary to keep them updated regarding human services in the City and Northwest Hennepin and the Advisory Commission activities.
- The Advisory Commission member is available to the NWHHSC staff member serving as liaison to the Advisory Commission member's city.
- Attend at least one City Council meeting each year. Be part of NWHHSC's annual presentation to the City Council giving a statement about NWHHSC and Advisory Commission activities and community impact.
- The Advisory Commission member will participate in the planning and execution of Advisory Commission recruitment, orientation and retention efforts.
- The Advisory Commission member may be requested to participate as a partner with staff and the Board of Directors in areas such as identifying human service needs, educating the community about human services, communicating information about human service needs, and participating in community building activities.



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In this regard, the Advisory Commission members may be requested to **participate as a partner with the Executive Director, staff and Executive Board of Directors** in activities such as:

## Identify

- human services needs within his or her community for the Council and Commission
- human services resources, programs or initiatives within his or her community for the Council and the Commission
- individuals, groups, or organizations within his or her community that could partner with the Council in addressing the identified needs
- forums within his or her community which are appropriate for the needs assessment, education and resource connection efforts of the Council

## Educate

- City councils, groups, or organizations about issues, the priority needs, efforts or programs directed at identified needs, gaps in programs, barriers, etc.
- city councils, groups or organizations within his or her community about misperceptions that serve as barriers to meeting needs
- city councils, groups or organizations within his or her community about the work of the Council, neighboring cities and regions
- city councils and officials, groups or organizations within his or her community about actions that these groups could take to assist in meeting the identified needs

## Communicate

- by participating in forums to communicate identified needs, current programs, and potential means to address identified needs at the state, regional or local levels
- by reporting to his or her city council in conjunction with the Executive Director on an annual basis regarding the activities of the Council and the Commission
- by assisting in the dissemination of written materials (e.g. action alerts, educational materials, invitations to events that support identified needs or programs to address needs and connect residents with resource information)

## Participate

- in agency and community building activities in his or her community
- as a resident knowledgeable about the city and the region to advance program initiatives that are within the Council's scope to meet the priority needs
- as a partner with the Executive Director, staff and Executive Board of Directors in the design and implementation of resource and education efforts in his or her community

If you are interested in representing your city on the Advisory Commission please contact:

Matti Gurney ([mattig@nwhhsc.org](mailto:mattig@nwhhsc.org)) for more information