

## **Job Description**

### **State Consumer Advisory Council on Personal Assistance Services**

#### **Member Qualifications and Responsibilities**

##### **Personal**

- Team player, active listener
- Assertive, cooperative, proactive
- Self-directing
- Productive, accountable
- Access to transportation
- Flexible schedule

##### **Experience**

- Experience in legislative advocacy
- Has knowledge of PASP philosophy and history of program
- Has knowledge of Council and committee protocol
- Participates in activities that will improve the program
- Knowledge of disability issues/trends
- Has ability to address problems from a broad perspective
- Has involvement with community
- Represents group issues over individual needs

##### **Responsibilities**

- Works within By-Laws
- Attends and participates through discussions
- Follows meeting protocol
- Accepts assignments
- Evaluates program operations
- Approves, modifies, adopts, or rejects committee work
- Works on long range plan issues identified by the Council
- Obtains information for informed decision making
- Reads and approves meeting minutes
- Is punctual; notifies Chair/Vice Chair of early departure
- Serves as an advisor to the Commissioner and State Division on Disability Services