



County of Sonoma  
**Volunteer Program**



Human Resources Department  
Training Division  
575 Administration Dr. Suite 117C, Santa Rosa, CA 95403  
(707) 565-2821 Fax: (707) 565-3079

### JOB DESCRIPTION

Office Use Only <b>Dept. Code:</b> 5902cm	<b>Recruitment Requested:</b> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> <b>Pre-Screening Requested:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>Date:</b> 8/12/98 <b>Updated:</b> 6/28/07
<b>Job Title:</b> Legislative Committee Member	<b>Number of Positions:</b> 1	
<b>Department:</b> Human Services	<b>Division:</b> Adult & Aging	
<b>Program:</b> AAA	<b>Address of Position:</b> 2250 Northpoint Prkway, SR 07	
<b>PURPOSE</b>		
<b>Brief description of department or division/program:</b> The Area Agency on Aging (a program of the Human Services Adult and Aging Division) is the planning and funding body for the senior services in Sonoma County. A volunteer Advisory Council, appointed by the Board of Supervisors, works with staff to develop an Area Plan, conducts needs assessment, and recommends service priorities to the Board of Supervisors. The Legislative Committee is a committee of the Advisory Council.		
<b>JOB DESCRIPTION</b>		
<b>Specific tasks and responsibilities of the volunteer:</b> Attends monthly 2 hour Legislative Committee meetings. Participates in legislative research and advocacy for seniors.		
<b>QUALIFICATIONS</b>		
<b>Required skills, abilities, education levels, or other qualifications necessary for the job:</b> Interest in the legislative process and senior issues.		
<b>TIME COMMITMENT</b>		
<b>Number of hours per week:</b> 2 hours a month		
<b>Set required schedule:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>If yes, list hours/days per week:</b> Committee meets second Weds. of month at 10:00 a.m.		
<b>Special Project</b> <input type="checkbox"/> <b>Ongoing Position</b> <input checked="" type="checkbox"/> <b>For projects, estimated # of hours and date of completion:</b>		
<b>Minimum length of commitment needed from volunteer:</b> 1 year		

## BENEFITS TO VOLUNTEER

**Specific training and/or experience the volunteer will receive:** Volunteer will learn about the legislative process and how to advocate for change through this process.

## ADDITIONAL JOB REQUIREMENTS

- Confidentiality:
- Background check:
- Dress codes:
- Valid CA driver's license and auto insurance. Photocopy for file:
- Physical Requirements:
- Other:

Will worker be driving a County car?      YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	How Often?
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Will worker be required to use own vehicle? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	How Often?
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Will worker operate any other machinery?    YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	If so, what?
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<b>Supervisor's Name:</b> Susan Alesi	<b>Phone:</b> 565-5984
	<b>Voice Mail:</b>

<b>Supervisor's Title:</b> Planner/Analyst	<b>Email:</b>
	<b>Fax:</b>

## FOR RISK MANAGEMENT USE ONLY

Has position been previously approved for WC?      YES [ ]      NO [ ]

[ ] Reviewed and Approved	Comments:
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[ ] Denied	Reason:
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Risk Management Signature:	Date of Signature:
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