



**APPOINTIVE POSITION OPEN NOTICE**  
(Volunteer Position)

**SOCIAL SERVICES ADVISORY COMMITTEE**

The Board of Churchill County Commissioners is seeking *ONE (1)* public-spirited citizen, who meets the qualifications, who is willing to serve as a member on the Churchill County Social Services Advisory Committee. This advisory board to the County Commissioners will meet at least quarterly.

This three-member board advises the Board of County Commissioners on decisions regarding low-income services provided by the Churchill County Social Services Department. The attached description gives further details regarding the committee member requirements. For further information regarding this committee, please contact Social Services Director Shannon Ernst at (775) 423-6695.

- The Churchill County Social Services Advisory Committee currently consists of 3 representatives: Local Government, Business, and Low-Income Representative

Currently the position county is seeking to fill is the Low-Income Representative. It is highly recommended low-income individuals serve on the board, but it is not required that all Low-Income Representatives be low-income themselves. Representatives who are not low-income must represent the low-income community in some legitimate capacity. This can include someone with firsthand experience or direct knowledge of the challenges facing the low-income population in Churchill County. The ideal Low-Income Representative would be BOTH low-income and active in the low-income community and anti-poverty causes. The income levels to qualify as low-income for this Committee are as follows (per month on a gross income scale):

1 Family Member	2 Family Member	3 Family Member	4 Family Member	5 Family Member	6 Family Member	7 Family Member	8 Family Member
\$1,341.66	\$1,814.59	\$2,287.50	\$2,760.41	\$3,233.34	\$3,706.25	\$4,179.16	\$4,652.09

For more information about the Committee and its functions, please contact Shannon Ernst, Churchill County Social Services Director, at (775) 423-6695.

Application forms are available at the Churchill County Human Resources Department (155 N. Taylor Street, Suite 155) or online at [www.churchillcounty.org/advisory](http://www.churchillcounty.org/advisory). Submit your application to the Human Resources Department.

## **Advisory Board Member Job Description Low-Income population Representative**

The Community Action Advisory Board is responsible to conduct, manage and control the affairs and business of the Community Services Block Grant (CSBG), and to make such rules and regulations therefore consistent with the law, with the Articles of Incorporation and the Bylaws, as they deem best.

In addition, the Board must demonstrate its financial responsibility in the following manner:

### **Governance**

- Re-approve or terminate membership for any board member who misses 2 meetings in a row
- Select and remove all advisory board members, prescribe such powers and duties for them as may be consistent with the law
- Assists in establishing the direction of and regularly examines the CSBG services to ensure they fulfill its mission and achieve its objectives
- Represent the organization's point of view through advocacy for them
- Provide guidance and recommendations on broad policies and objectives, formulated and agreed upon by the director and commissioners
- Participate in subcommittees, if used by the Board

### **Commitment**

- Contact the Board Chair for assignments and an update if unable to attend a meeting
- Must be Chair or member of 1 committee or task group
- Attend 2 agency sponsored events annually

### **Supervision**

- May make recommendation regarding the hiring and salary of the Director
- May participate in Director annual performance evaluation.
- Gets to know other committee members and builds professional working relations that contribute to agreement

### **Evaluation**

- Evaluates annually the performance CSBG activities within their alignment and progress with the organization's mission
- Evaluates annually its effectiveness as a Board in achieving the organization's mission
- Board members may participate in evaluation of the Executive Director annually, using approved criteria

### **Financial Sustainability**

- Helps to acquire sufficient resources for the organization's operations and to finance the services adequately
- Account to the public for the services of the organization and expenditures of CSBG funds, including: To provide for fiscal accountability, approve the budget, and formulate policies related to contracts from public or private resources; and to accept responsibility for all conditions and policies attached to new, innovative or experimental programs.



# ADVISORY OR GOVERNING BOARD APPLICATION

155 NORTH TAYLOR STREET, SUITE 155, FALLON, NV 89406

APPLICATION FOR \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email Address \_\_\_\_\_

Current Occupation/Employment \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Length of residency in Churchill County \_\_\_\_\_

Are you holding any other public office? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, will you be willing to resign from that position if appointed to this board/commission?  
\_\_\_\_\_

Previous experience that you feel would be beneficial to becoming a board/commission member of the specific board you are applying to  
\_\_\_\_\_  
\_\_\_\_\_

Employment \_\_\_\_\_

Volunteer Work \_\_\_\_\_  
\_\_\_\_\_

Membership in Clubs/Organizations \_\_\_\_\_  
\_\_\_\_\_

List any special skills you have that would be an asset to the board/commission: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How much time can you devote to board/commission business? \_\_\_\_\_  
\_\_\_\_\_

What do you think the role of the board/commission is and why would you like to become a board/commission member? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly describe the duties and responsibilities associated with being a board/commission member:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please attach any additional information you wish to be considered.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

This application may be subject to the Open Meeting Law and may be treated as a public document.  
All applicants will be notified following the Board decision regarding the appointment.