

## **MCOA REGIONAL REPRESENTATIVES**

### **JOB DESCRIPTION**

#### **Background:**

As a statewide organization, MCOA seeks to provide information, support, and assistance to COA Directors, Board Members, and staff. In addition, we seek to ensure consistent communication, practices, and priorities information is shared among our membership- MCOA, on behalf of its members, works through a variety of networks to maintain visibility on local, regional, and state levels. MCOA provides training opportunities and technical assistance to municipalities, and we advocate for adequate program funding and for the passage of relevant bills that affect the quality of life for older adults in our communities. To achieve these three goals, MCOA has established a system of communication and coordination through volunteer leadership. Regional Representatives are a critical component of that leadership.

#### **Overview:**

Regional Representatives are COA Directors elected by the membership annually for a one-year term from the various regions throughout the Commonwealth. Regional Representatives are charged with the responsibility to communicate information within their region and participate in member-approved projects for the overall betterment of our organization. A Regional Representative is responsible for forming a team within the region that will share in conducting these key duties; planning and convening meetings within their region, communicating with MCOA when directors' positions turnover, mentoring new directors, conducting legislative advocacy and attending MCOA Advisory Council meetings.

#### **Major Roles: Advocacy, Mentoring, Education/Informing/Connection, and Leadership**

#### **Duties:**

##### **Legislative Advocacy**

- Contact legislators regarding the formula grant, and other legislative issues; and advocate on behalf of MCOA
- Stay informed by reading communications from MCOA
- Contact colleagues about legislative issues
- Encourage colleagues to contact their lawmakers about pending legislation in a timely manner
- Attend MCOA meetings
- Host Legislative Breakfasts or other regional events as necessary

##### **Mentoring**

- Convene outreach visits to new directors in your region and inform MCOA of any transitions
- Offer support and technical assistance to new directors
- Ensure new members are familiar with the benefits of MCOA
- Encourage new directors to become involved in MCOA

##### **Education/Informing**

- Attend MCOA's educational meetings and encourage colleagues in your region to attend
- Ensure colleagues have up-to-date information
- Host training events at your senior center or help facilitate MCOA sponsored meetings and trainings

- Share information and initiate follow-up when colleagues miss a meeting
- Collaborate with Aging Services Access Points and share information about initiatives and projects
- Encourage providers in your region to support the Fall Conference as prospective vendors and sponsors

### **Leadership**

- Attend MCOA Meetings
- Volunteer for MCOA by taking on Special Projects or contribute to task forces
- Serve as Liaisons with other Aging groups across the Commonwealth and keep MCOA informed of these activities

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