CAC Member description – voting member

The CAC Member is a full voting member of the Mill Levy Advisory Council that is elected by their peers to cross-serve on the Rocky Mountain Human Services Community Advisory Council (CAC) as a voting member. This member is formally approved by DHS and seats on the CAC as defined in the Mill Levy Advisory Council bylaws. The member elected to serve in this capacity supports the RMHS delegate in relaying information and issues back and forth between the DHS Mill Levy Advisory Council and the RMHS CAC, to aid in learning objectives, streamline community feedback, and reduce the potential for duplication of services or supports through mill levy funded opportunities, as well as other funding sources.

The CAC Member will be asked to:

- Attend both DHS and RMHS Advisory Council meetings
- Engage fully as a member of both groups, in accordance with their bylaws and Council norms
- Share information on the events, topics, areas of focus, and related discussion for each Council
- Relay RMHS-centered feedback gathered from DHS Mill Levy Advisory Council discussion and public comments to the RMHS staff liaison, co-chairperson, or CAC at large as appropriate
- Solicit feedback from members of the RMHS CAC and the RMHS community on DHS Mill Levy Advisory Council discussions and work
- Provide regular report outs at both meetings
- Encourage participation from community members in both Councils depending on the nature of the engagement or feedback provided
- Assist with taking complex RMHS issues offline where possible by offering to meet with individual members, community members, and DHS staff to learn more outside of Mill Levy Advisory Council meetings where DHS uncommitted funds are the intended primary focus

The CAC Member has support from both the DHS staff liaison and the RMHS delegate in completing the duties outlined above. Additionally, the CAC Member will fulfill all regular voting member duties as described in the Council’s bylaws and reflected in the DHS Mill Levy Advisory Council voting member description.

The CAC Member will not:

- Solely champion their own issues or causes to the Advisory Councils
- Advocate only from an individual needs or service perspective

The CAC Member term of service is outlined in the Council bylaws and is supported by the DHS-RMHS contract.

The CAC Member role is a volunteer position that is elected and requires additional duties above and beyond a regular voting member. Should the CAC Member determine they are unable to meet these additional responsibilities, they should provide ample notification to the DHS staff liaison so that a new election can be called at the next DHS Mill Levy Advisory Council public meeting.

DHS may determine at any time that this role could better serve in another capacity, at which point the current CAC Member may be relieved of their service on the RMHS CAC.