



Volunteer Position: Agency Representative to the Tri-County Office on Aging (TCOA) Advisory Council

Revised: January 7, 2026

General Responsibilities: Represent an Agency on the TCOA Advisory Council. The Advisory Council acts in an advisory capacity to the TCOA Administrative Board to offer perspectives on local aging issues. The Advisory Council shall engage in the core functions of TCOA community needs, including, but not limited to, advocacy, planning, and advising on the administration of federal and state funding. Please note that Agency Representative appointments are contingent on final approval from the TCOA Administrative Board.

Requirements

- Agency must provide services to older adults in Clinton, Eaton, and/or Ingham counties.
 - Agencies working with veterans, health care organizations, and social services providers are especially encouraged to apply, but all organizations working with older adults are welcome.

Essential Volunteer Functions:

- Serve as a representative of a designated Agency by participating in Advisory Council meetings. Meetings are held in person at TCOA with call in and online options.
 - Meetings are currently held on the 2nd Thursday of every other month beginning at 1:00 pm. Visit tcoa.org/advisory-council for the annual meeting schedule.
 - An Agency Representative may serve two consecutive terms. One term is three years.
- Engage in conversations and provide input on the programs and services of TCOA, especially as they relate to your Agency.
- Serve as linkages to community groups throughout the region to help share information about TCOA programs, services, initiatives, and emerging needs.
- Participate in an initial TCOA orientation with key staff.

5303 S. Cedar Street, Suite 1, Lansing, MI 48911-3800
Telephone 517.887.1440 • Toll Free 1.800.405.9141
Fax 517.887.8071 • www.tcoa.org





Knowledge, Skills, & Abilities:

- Commitment to TCOA's mission and goals.
- Ability to communicate effectively and establish good relationships with staff, participants, volunteers and vendors.
- Ability to represent TCOA in a professional manner.
- Ability to actively participate in meetings, either in-person at TCOA or from a phone or computer.

Working Conditions:

- Meetings take place at TCOA, located at 5303 S Cedar Street, Lansing, 48911. If desired, volunteers will use their personal phone or computer to access the meetings remotely.
- Sensory requirements include exposure to uniform temperatures, conversational noise levels and everyday office activities.

Reports To: TCOA Assistant Director

TCOA is an Equal Opportunity Employer

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