



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

Please note that this Volunteer Position Description is for informational purposes only and TCOA does not interview applicants. The County or City in which the applicant resides (Clinton, Eaton, or Ingham Counties or the City of Lansing or East Lansing) make the determination on a Senior Representative according to their own application process, and this is dependent on vacancies the Advisory Council may have. Please contact TCOA at 517-887-1468 or your local unit of government for more information.

**Revised:** January 7, 2026

**General Responsibilities:** Represent Clinton, Eaton, or Ingham Counties or the City of Lansing or East Lansing 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.

#### **Requirements**

- Age 60 or older.
- A current participant or eligible to participate in a TCOA program(s) under the Area Plan.
- A resident of the designated unit of government: Clinton, Eaton, or Ingham Counties or the City of Lansing or East Lansing.

#### **Essential Volunteer Functions:**

- Serve as a Representative of the designated unit of government 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 2<sup>nd</sup> Thursday of every other month beginning at 1:00 pm. Visit [tcoa.org/advisory-council](http://tcoa.org/advisory-council) for the annual meeting schedule.
  - A Senior Representative may serve two consecutive terms. One term is three years.

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](http://www.tcoa.org)





- Engage in conversations and provide input on the programs and services of TCOA, especially as they relate to your community.
- 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.

**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. The designated unit of government may also have their own reporting requirements.

TCOA is an Equal Opportunity Employer

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