



# Community Representative Application for the Washtenaw County Community Action Board

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

## Community Representative Definition

Approximately one-third of the Community Action Board members are democratically selected representatives of low-income individuals and families. Community representatives serve as a voice for the community, and ideally are selected from a neighborhood where many community members struggle with poverty. Please explain how poverty has affected you:

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What characteristics or skills could you contribute to the Community Action Board (CAB)?

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Why would you like to serve as a Community Representative on the Community Action Board?

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Washtenaw County CAB meetings are traditionally held on the fourth Wednesday of every other month (January, March, etc.) from 5:30 to 7:30 pm. Will you attend the majority of regularly scheduled Board meetings?

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The CAB serves the Office of Community & Economic Development (OCED) in an advisory capacity. Please review OCED's vision statement below and briefly explain your personal connection to and understanding of the statement:

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**OCED's Vision**

Washtenaw County is stronger when all people are able to fully participate in our community and economy.

To that end, OCED is committed to stepping out of traditional government roles to drive long-term system changes that increase equity and opportunity.

Informed by data and resident voices, we deliver services, invest resources, shape public policy, lead initiatives, and amplify the impact of community partners.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return application to: Office of Community & Economic Development  
415 W. Michigan Ave, Suite 2200  
PO Box 915  
Ypsilanti, MI 48197**



## Community Action Board Member Responsibilities

Washtenaw County Office of Community and Economic Development (OCED) is a department within Washtenaw County Government, and is the Community Action Agency (CAA) that serves all of Washtenaw County. The Community Action Board (CAB) serves OCED in an advisory capacity. All CAB members fully participate in the development, planning, and implementation of programs that serve low-income communities. The CAB shall consist of 16 members, with 6 members from the consumer (low-income) sector, 5 members from the private sector, and 5 members from the public sector. The low-income or consumer sector representatives are individuals who are from the low-income community or neighborhoods that are served by the CAA. The private sector may include representatives of nonprofit organizations, business and industry, agriculture, labor, religious, law enforcement, education or other major groups and interests in the community served. Members from the public sector include elected or appointed officials or their designated representatives. Board members are appointed for three-year terms. The two Commissioner Representative positions shall be appointed annually.

### Rights and Responsibilities

The Community Action Board shall have the following powers:

1. The right to reasonable advance notice of all CAA matters being considered by the BOC and the opportunity to deliberate and make recommendations to the BOC about all matters for which the BOC has not specifically delegated authority to the CAB;
2. Selection of its own executive committee (if any) and other ad hoc committees as necessary;
3. A full opportunity to participate in the development and implementation of programs and projects designed to serve the poor or low-income areas with maximum feasible participation of residents of the areas and members of groups served;
4. Maintain regular attendance of board and committee meetings. Excessive absenteeism of board members compromises the mission and intent of the program;
5. Develop thorough familiarity with core agency information, such as the agency's bylaws, as appropriate, articles of incorporation, sources of funding, agency goals and programs, federal and state CSBG statutes;
6. Exercise careful review of materials provided to the board;
7. Make decisions based on sufficient information;
8. Maintain knowledge of all major actions taken by the agency;
9. Receive regular reports that include: Reviews of reports on the organization's financial situation; Updated information on community conditions that affect the programs and services of the organization; and Updates to the board on the success of specific strategies included in the Community Action Plan.
10. Individuals that agree to participate on a tripartite advisory board accept the responsibility to assure that the agency they represent continues to: Assess and respond to the causes and conditions of poverty in their community; Achieve anticipated family and community outcomes; and Remain administratively sound.