



What is the Adult Action Council?

The Polk County Adult Action Council (AAC) is a group of individuals with lived experience in homelessness who help lead community change. Individuals who have lived experience are encouraged to be part of the solution. All are welcome to attend our community meetings on the 2nd and 4th Thursday of most months. Meetings are from 4:00-5:00 pm at the Evelyn K. Davis Center for Working Families, Room 224.

What happens at AAC meetings?

AAC meetings provide an opportunity for individuals experiencing homelessness to meet others in a safe haven free from discrimination. AAC Leadership Members plan the AAC community meetings to provide an opportunity to hang out, learn about community resources, and get involved with local efforts to impact homelessness. Individuals should expect to follow the group norms/expectations of our meeting location and the AAC.

What do the AAC Leadership Members do?

As an Adult Action Council Leadership Member, you will manage the behind-the-scenes work, plan community AAC meetings, present on behalf of AAC at community events, work on specific projects that particularly affect young people experiencing homelessness, and advocate with key officials for change. AAC Leadership Members must complete an application and receive a stipend of up to \$15/hour for their work to address homelessness.

Are you up for the job?

Homeward can currently support up to 10 adults, maybe more, to serve as AAC Leadership Members. The AAC Leadership Members will have support of the co-facilitators.

Key expectations of the Leadership Members include:

- Serve as a positive role model and represent the AAC in a positive manner at area events.
- Communicate consistently with AAC facilitators and other AAC members.
- Be able to present at the monthly AAC general meetings and in the community.
- Take action by designing projects that will impact your community.
- Connect with community leaders and voice your opinion on issues important to you.

AAC Leadership Member Requirements:

- Be 25 years of age or older and have experienced homelessness in the last five years.
- Attend up to 3 monthly meetings and be involved in AAC community work.
- Communicate absences in advance.
- Attend two general AAC meetings before applying for AAC Leadership.

How to Apply:

- Email the completed application to Amy at acroll@homewardiowa.org
- Deliver or mail the completed application to:
Homeward Iowa
505 5th Ave, Ste. 1010
Des Moines, Iowa 50309 or leave it at 612 and ask staff to email or text Amy at 319.519.1576

Confidentiality: Any confidential information requested is for our records. Your answers will be kept secure and will not be shared with another party. Your cooperation in providing this information is both appreciated and necessary.



Adult Action Council Leadership Member Application

Instructions: Persons interested in serving as a AAC Leadership Member are asked to answer the following questions to be considered for a stipend with AAC. Your interest in being a AAC Leadership Member is greatly appreciated.

Please complete the following form, sign, and return to Amy Croll, via email at acroll@homewardiowa.org. Questions can be directed to Amy Croll or to Angie Arthur at aarthur@homewardiowa.org. Applications to be reviewed by AAC co-facilitators or current leadership members.

Preferred Name/pronouns:

Age:

Email:

Phone:

Discord:

Preferred Method of Contact:

- 1. What is meaningful to you about the work of AAC?**

- 2. What would you like to see AAC accomplish while you are a member?**

- 3. What would you like to learn for your own personal or professional development by being part of AAC?**



AAC Leadership Job Description and Expectations

AAC Purpose: Adult Action Council exists to help prevent and end homelessness by creating solutions and resources for at-risk individuals.

Vision: Everyone in Polk County will have a safe place to call home.

Values:

1. **Collaboration** We will cultivate relationships and effective partnerships to help prevent and end homelessness.
2. **Impact** We will strategically share our experiences to transform the lives of our most vulnerable populations.
3. **Empowerment** We will challenge ourselves and our community to be the best that it can be.

AAC Leadership Member Roles and Responsibilities:

- With a team, plan and oversee the AAC meetings
- Positively represent the AAC in public settings
- Provide insight to the homeless planning system and the service providers who serve those experiencing homelessness
- Participate in community presentations and projects, as requested
- Assist with marketing and outreach efforts that help support the strategic goals of AAC
- Monitor and make adjustments as needed to the annual budget
- Assist with fundraising and outreach efforts, including service projects
- Recruit new AAC members
- Invite individuals experiencing homelessness to general AAC meetings
- Respect the authority and action of AAC, AAC co-facilitators, and AAC partners

**AAC Leadership Members share these responsibilities on behalf of AAC. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Length of Board Term: One year, which may be renewed for one additional consecutive term, pending annual approval of the AAC.

Meetings and Time Commitment:

- The AAC Leadership Members meet the 2nd Thursday of every month from 4:00 PM to 5:00 PM. Meetings are held at the Evelyn K Davis Center for Working Families, room 224. AAC Leadership Team members will be expected to facilitate the general AAC meetings, held on the 4th Thursday of every month from 4:00-5:00 PM in the same location.
- Additional committees meet on an as needed and as appropriate.



Expectations of AAC Leadership Members:

- Not to miss more than 25% of all AAC meetings or miss four consecutive AAC meetings in a row without notifying the AAC Facilitator or Co-Facilitator
- Provide a completed W-9 form by December each year if payment received exceeds the IRS minimum of \$600.
- Participate in AAC projects and activities
- Intentionally prepare for any community projects or presentations
- Be alert to community concerns that can be addressed by AAC or the broader homeless planning entity
- Help communicate and promote AAC's mission and programs to the community
- Become familiar with AAC's budget
- Maintain confidentiality
- Vote with wisdom and integrity
- Resist pressures from groups or individuals who attempt to compromise values, goals, policies, or ideals, or who are self-serving

As a Adult Action Council (AAC) Leadership Member, I agree to abide by the expectations detailed within this document and to serve the AAC with integrity and commitment.

Name

Date