



## Statewide Consumer Council Representative

### Duties and Responsibilities

The purpose of the Consumer Council System of Maine, (CCSM), is to assure there is an effective, independent consumer voice in the development of public policy. The Consumer Council System of Maine will participate in the assessment of the quality, accessibility and adequacy of services throughout the state.

**Please note: The Statewide Consumer Council (SCC) is the legal board of directors with all the responsibilities that come with that position!**

#### ***Qualifications and skills needed:***

1. Must identify as a past or present consumer of mental health services (traditional or non-traditional)
2. Have a demonstrated ability to understand and effectively communicate what the CCSM is and what it does
3. Demonstrate effective verbal & written communication skills (or arrange for accommodation as needed)
4. Ability to understand and communicate diverse viewpoints and share ideas while respecting others' viewpoints
5. Ability to work to achieve consensus and to collaborate with others
6. Ability to read, write, understand, and communicate effectively with others (or arrange for accommodations as needed)
7. Able to serve a two- or three-year term on the Statewide Consumer Council (SCC)
8. Be able to complete at least 10 hours of work per month that includes meeting attendance and prep

#### ***Responsibilities include:***

1. Attend Statewide Consumer Council (SCC) & local council meetings regularly in accordance with the CCSM Governance Guidelines attendance policy. Must be on time and attend the whole meeting unless arrangements are made prior to any meeting

***Responsibilities (continued):***

2. Ensure clear communication between local councils, the statewide consumer council and members of the community
3. Adhere to and support the mission, vision & values of the CCSM
4. Adhere to all meeting guidelines and CCSM policies/procedures
5. Attend and participate actively on at least one SCC subcommittee
6. Review all materials provided prior to meetings – including but not limited to: meeting minutes, DHHS reports, and other assigned readings by the SCC
7. Ensure communication with the SCC, local council members and staff of any new and relevant developments between meetings
8. Attend and participate in the local council in your area and give brief, monthly SCC & Subcommittee reports. Also need to be the voice of your local council at the SCC
9. Complete any needed paperwork in a timely fashion (i.e.: mileage reimbursement, agendas, meeting minutes, etc.)
10. Mentor new SCC members and provide orientation support
11. Actively promote all CCSM meetings, events and activities
12. Help recruit/search for new members

***For At-Large Representatives only:***

- *Help with the development of new local councils throughout the state*