

## **Aging and Adult Dependent Care Committee (AADCC) Position Description for Voting Member**

**Background/Mission of AADCC:** The AADCC is comprised of voting members who have applied for, been recommended by the AADCC, and been appointed by the Office of Research Services (ORS) Director. The voting members work with liaisons and guests to promote aging and adult-dependent care resources, information, and related services which are provided to the NIH workforce by the ORS and research and recommend effective actions that meet the needs of the diverse NIH workforce.

**Duties/Responsibilities:** In this position one will serve as a member of the AADCC for a period of two years or less, depending on whether the appointment is for a full or partial term. A critical responsibility is to attend quarterly AADCC meetings and subcommittee meetings as an active participant.

Incumbent will work as an effective team member in identifying activities, priorities and recommendations for the AADCC. In so doing, will serve on various subcommittees or take on specific assignments to advance the work of the AADCC. Examples of such work include: serve as an advocate for the availability of aging, adult-dependent, and elder care information, resources, and services to the NIH workforce, serve as a forum for discussion and exploration of aging, adult-dependent and elder care issues affecting the NIH workforce, and promote and advertise programs and policies that support employees when they have roles as caregivers or care managers in addition to maintaining their work roles.

**Requirements:** Incumbent will demonstrate a strong interest in issues related to aging and adult dependent care. Incumbent will represent the interests of other NIH employees and their dependents and ensure that the interests of the diverse population of the NIH community is an integral part of the decision making process.

Since meetings are held during the workday, supervisory concurrence should be attained prior to submitting a nomination to serve on the AADCC. Participation on the AADCC is an official duty and may be included as a non-critical element on an employee's performance plan.

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