

## **SAMPLE SMP/SHIP ADVISORY COUNCIL MEMBER JOB DESCRIPTION**

### **BACKGROUND**

The Montana Senior Medicare Patrol Program (SMP) began in Montana in July of 1999 as a three-year grant. The purpose of the program is to recruit volunteers to become peer educators in Medicare/Medicaid waste, fraud and abuse and assist people on Medicare in identifying errors or fraud and researching billing complaints.

The Montana State Health Insurance Assistance Program (SHIP) is a free health-benefits counseling and advocacy service for Medicare beneficiaries and their families or caregivers. Our mission is to educate, advocate for, counsel and empower people to make informed benefit decisions.

Both programs are independent, objective, and confidential assistance programs, funded by The Administration for Community Living, and are not affiliated with the insurance industry.

### **PURPOSE**

Provide information, guidance, advice and support to SHIP and SMP as they develop, coordinate and administer services. At times, the council members will investigate, deliberate and analyze special issues on behalf of the program. Each member brings expert advice and community perspective to the council and at times may provide partnership opportunities to work together on outreach.

### **PROCEDURE**

The advisory council exists to advise the Program Directors on the direction, education, content and focus of the program. They also may work on special projects such as fundraising, creating resource materials, or planning special events for volunteers of the program. Members are selected for their expertise in a particular subject or to represent a particular perspective. The advisory council is permanent and meets on a monthly basis over conference calls one hour in duration. The Program Directors will provide monthly agendas, minutes for meetings not able to attend, and updates on the impact of the councils' efforts.

### **POWERS**

The authority of the advisory council is limited to advising the administrative agency and the Program Directors.

### **TERM LIMITS**

Length of terms shall be no less than three years, unless otherwise requested by the Program Directors. If a member of the council wishes to resign before their term expires, requests should be made in writing to the Program Directors.