



**CALHOUN COUNTY  
SENIOR MILLAGE ALLOCATION COMMITTEE (SMAC)  
JOB DESCRIPTION AND APPLICATION PROCESS**



Meeting Time: Meets the first Friday of every month from 8:00am-9:30am (11 meetings, none in January)  
Meeting Location: Calhoun County Building, 315 West Green Street, Marshall, MI 49068

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The mission of SMAC is to effectively and efficiently allocate County Senior Millage Funding to enhance, promote, and ensure needed quality services are provided for Calhoun County seniors, age 60 and over. Initially passed in November 1996, the Calhoun County Senior Millage provides approximately \$2.6 million annually to fund 20 service programs administered by eleven trusted government and nonprofit organizations.

**Job Description:**

The primary responsibilities are to:

- Work with Calhoun County Office of Senior Services to allocate Senior Millage Funding throughout the County in the most equitable, fair, efficient and effective manner possible.
- Assess county-wide senior services needs and existing services as the basis for setting funding priorities and making funding recommendations to the County Board.
- Collaborate with the Calhoun County Purchasing Department in the bid process, including evaluating bids received, and making funding recommendations to the County Board.
- Assess reports and other relevant information from Calhoun County Office of Senior Services, service providers, and any other available sources.
- Monitor the integrity and effectiveness of the allocation, administration, and services processes for Senior Millage Funding to ensure that the goals and mission of SMAC are being achieved.
- Ensure that Senior Millage Funding is being utilized for the purpose of providing funds for planning, coordinating, evaluating, and providing services to seniors.

SMAC members must:

- Have the ability to dedicate substantial time and effort to devote to SMAC activities.
- Have varied talents, qualifications, and capabilities with a common interest in senior service issues.
- Be residents of Calhoun County.

SMAC consists of 13 members that are appointed by the Calhoun County Board of Commissioners. SMAC should consist of a diverse body of individuals reflective of the geographic, cultural/ethnic and personal background differences in Calhoun County including senior/consumer representation. At least one, but not more than three members are County Commissioners appointed by the County Board Chairperson. All members serve without monetary compensation. Appointments are for a three year term of office which ends on April 30<sup>th</sup> of the third year of appointment.

**Application Process:**

To be considered for membership on the Senior Millage Allocation Committee, apply online at [www.calhouncountymi.gov](http://www.calhouncountymi.gov). Select "Online Services", "Apply for a Committee" and use the drop down arrow and select the Senior Millage Allocation Committee. Please complete the application, and also forward a copy of your resume to [hguzzo@calhouncountymi.gov](mailto:hguzzo@calhouncountymi.gov). More information is available by calling 269-781-0846, or at [www.calhouncountymi.gov/government/senior\\_services/](http://www.calhouncountymi.gov/government/senior_services/).