



## **Board of Directors Job Description & Expectations**

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Aging Together so as to support the organization's mission and needs.

Mission: Aging Together, through partnerships connects people to our communities and resources to improve the quality of life as we age

Vision: Create age friendly communities that actively engages, values, and supports older adults

Length of term: Designated Members as defined in the Aging Together by-laws represent specific organizations in the region with no term limits. Appointed Members are elected to their positions by the Board of Directors. The term limit for an Appointed Member is two consecutive three-year terms, pending approval of the board.

The board of directors is legally and ethically responsible for all activities of the organization. To that end it:

1. Determines how the organization will carry out its mission through long and short-range planning
2. Adopts an annual budget and provides at least bi-monthly fiscal oversight
3. Recruits, orients and develops board members
4. Hires and evaluates the performance of the Executive Director
5. Evaluates its performance and overall performance of the organization in achieving the mission
6. Establishes policies for the effective management of the organization

### Responsibilities:

- Understand and promote the organization's mission
- Be familiar with the organization's programs, policies, and operations
- Attend board meetings and committee meetings
- Actively serve on at least one committee and offer to take on special assignments
- Review agenda and supporting documents prior to meetings
- Make an annual contribution to the organization commensurate with ability
- Participate in fund raising activities and special events
- Keep current on aging issues and developments in the five-county region
- Strictly adhere to conflict of interest policies
- Strictly adhere to confidentiality policies

### Time Demands (approximate):

- Attend and actively participate in at least 2/3 of board meetings (6 bi-monthly board meetings, approximately 2 hours in length, generally held on the 2nd Friday of the month)
- Attend and actively participate in committee meetings and related work (6 bi-monthly committee meetings, 1-3 hours per meeting as determined by the committee)

- Attend and actively participate in the annual meeting (approx. 3-4 hours)
- Attend special events such as fundraisers and ground breaking ceremonies (2 fundraisers per year recommended)
- Attend new board member orientation (approx. 1-2 hours)
- Meet with potential grantors, donors/funders to make a case for funding the organization, answer questions, etc. (approx. 4 hours annually)