

# **ALCONA COUNTY COMMISSION ON AGING**

## **Member of the Board of Directors**

### **Job Description and Expectations**

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Alcona County Commission on Aging (ACCOA) so as to support the organization's mission and needs.

**ACCOA Mission: To coordinate, provide and initiate programs, and to promote the independence and well-being of mature adults of Alcona County.**

#### **\*Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Executive Director evaluation
- Staff development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

*\*Members of the board share these responsibilities while acting in the interest of ACCOA. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

**Length of term:** Three years, which may be renewed up to a maximum of three consecutive terms, pending approval of the board.

#### **Meetings and time commitment:**

- The board of directors meets January through November on the fourth Tuesday of the month, 10:00 am, at the ACCOA meeting room.
- Committees of the board meet an average of four times per year, pending their respective work agenda.
- Board members are asked to attend special events and/or special meetings as called by the Board President.

#### **Expectations of board members:**

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by ACCOA's mission, objectives, and programs.
- Help communicate and promote ACCOA's mission and programs to the community.
- Become familiar with ACCOA's finances, budget, and financial/resource needs.
- Understand the policies and procedures of ACCOA.
- Financially support ACCOA in a manner commensurate with one's ability.
- Please Submit a cover letter stating your intent and why you wish to join the ACCOA Board of Directors. Please List any of Board's you have served on, List of qualities you would bring to the Board. Email your Cover Letter & Resume to [oliverr@alconaseniors.org](mailto:oliverr@alconaseniors.org) or [board@alconaseniors.org](mailto:board@alconaseniors.org)