

Council on Aging  
Services for Seniors

Board Agreement

This agreement is intended to address expectations of a board member, in addition to the basic roles and responsibilities of the board and also includes Council on Aging's commitment to the board member.

**RESPONSIBILITIES OF A BOARD MEMBER**

- Know and effectively articulate the mission, purpose, goals, and programs of Council on Aging.
- Attend board meetings 10 times per year and committee meetings, as scheduled. Also, attend all Council on Aging events, as available.
- Chair and/or participate in at least one board committee.
- Participate in establishing and updating organizational policies.
- Accept responsibility for Council on Aging's financial oversight.
- Make an annual financial or in-kind contribution, according to personal means.
- Participate in Council on Aging's fundraising activities in a variety of ways.
- Identify friends and associates who might be prospective donors, volunteers, or board members.
- Participate in hiring and periodic evaluation of Council on Aging's chief executive.
- Support and advise the chief executive, as appropriate.
- Participate actively in assessing Council on Aging's performance and setting its strategic goals and objectives.
- Represent Council on Aging to the community.
- Invite or provide opportunities for Council on Aging staff to speak at group meetings you attend — religious, professional associations, service groups.
- Avoid conflicts of interest.
- Maintain confidentiality of all Council on Aging board meetings.
- Bring expertise and individual perspective, and engage in healthy dialogue resulting in collaborative decision making.

**RESPONSIBILITIES OF COUNCIL ON AGING**

Council on Aging agrees to provide each member of the board with the following:

1. Access to the CEO and CFO, as needed for proper operation of the board
2. Provide training as needed
3. Ample notice of all meetings
4. Minutes of all board meetings and monthly financial reports
5. Relevant information to conduct his or her job as a board member
6. To the extent allowed by law, indemnification from liability for a board member's reasonable and necessary actions
7. Reimbursement for reasonable expenses in conducting and attending to Council on Aging board business
8. D&O insurance liability coverage
9. Respect for his or her time
10. The use of his or her talent effectively

Signed: \_\_\_\_\_  
Council on Aging Services

\_\_\_\_\_  
Board Member

Dated: \_\_\_\_\_

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