



To : Councils on Aging
From : Host Site Councils on Aging
Re : Board Trainings

Please know that Elder Affairs will conduct regional board trainings this fall and you are cordially invited to attend.

These informative trainings cover a variety of subjects including the roles and responsibilities of board members, staff and volunteers, as well as topics relating to COA services and activities, and an overview of the aging network in Massachusetts. Board members, COA directors and “Friends of the COA” are welcome; audience participation is strongly encouraged.

The programs are 2½ hours (with a short break). The Duxbury program will run from 9:15 a.m. to 11:45 a.m. with registration starting at 8:45 a.m. In Andover, the registration will start at 8:30; the program will run from 9:00 to 11:30 a.m. Kindly confirm attendance with the site host at least one week in advance. Lunch may also be available: if you are interested, please contact the host site prior to the program.

Training will be conducted by Mr. Emmett Schmarsow, program manager for Councils on Aging and senior centers at Elder Affairs for many years.

Light refreshments will be served. We look forward to seeing you soon!

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| November 16th | Duxbury COA | 10 Mayflower St. |
| Joanne Moore | JoanneMoore@duxburycoa.com | 781-934-5774 |

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| November 18th | Andover COA | 36 Bartlet St. |
| Kathy Urquhart | kurquhart@andoverma.gov | 978-623-8321 |

Additional trainings will be scheduled based on interest from at least four towns/cities in your general vicinity.

If you have any questions or suggestions regarding COA board trainings, please contact Emmett Schmarsow at emmett.schmarsow@state.ma.us, or toll-free at 1-800-698-9723. Thank you.