

Massachusetts Councils on Aging

*Call for Participation – FY2012
Join MCOA's Leadership Team!*

MCOA recognizes that our Members' volunteer time is as valuable as the dues annually contributed, but we can only accomplish our many goals and objectives with your assistance. Volunteering just a few hours a month in combination with other members will provide MCOA the talent and the assistance to accomplish the membership's set tasks that we need to achieve in FY2012. MCOA seeks volunteers to serve on and volunteers to chair the following committees, working groups, task forces and other leadership positions (note: estimated time commitments are included):

Elected Positions:

- *Individuals interested in serving on the Board, Advisory Council, or as a Regional Rep should return this form no later than Friday, September 2, 2011.*
- *The Nominating Committee will announce their slate by mid-September through our monthly newsletter, MCOANews.*
- *Elections will be held on October 6, 2010 at our Annual Meeting at the Sturbridge Host Resort in Sturbridge.*

Board of Directors: Comprised of elected officers and at-large representatives to govern the business of the Association. Elected Officers include: President, Vice President, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer. Two Board members will be designated responsible for the Fall Conference and for Legislative Advocacy; another will be designated to oversee the Certification process. The balance of the 17-member Board of Directors are elected At-Large but will be assigned a portfolio of responsibilities overseeing the committees, working groups, and task forces listed below. The Board of Directors meets monthly, including the Membership and Advisory Council meetings.

Advisory Council: Comprised of the Board of Directors, elected regional representatives, and appointed standing committee and working group chairs. Meets quarterly to oversee the Association's work plan.

Regional Representatives: Act as liaison with other COA Directors within your region to convey timely messages from MCOA and bring back feedback to the association. Duties include but are not limited to legislative advocacy, conducting surveys, monthly business updates. (3-6 hours/month depending on time of year)

Appointed Positions:

The President fills vacancies on Standing Committees, Working Groups, Task Forces and Liaisons throughout the year and will appoint Chairs as needed.

Standing Committees:

Governance Committee: Reviews Bylaws and oversees incorporation papers. A subcommittee conducts the nomination process for officers and Regional Representatives. Another subcommittee evaluates the performance of the Executive Director, and reviews and develops appropriate personnel policies. Comprised of members of the Executive Committee of the Board and appointed by the President. (less than 10 hours/year)

Standing Committees, continued:

Finance/Resource Development Committee: Oversees the fiscal operation of the Association. Sets fundraising goals and pursues appropriate grant funding. (3 hours/month)

Education and Membership: Develops the agenda and determines the location and format of MCOA's membership meeting. Reviews different strategies to increase the MCOA membership base. (3-6 hours/month)

Conference Committee: Plans the annual conference, including site selection, workshop development, arrangements for speakers and invited guests, solicitation of sponsors and exhibitors. (3-6 hours/month depending on the time of year)

Staff Certification: Comprised of past awardees, will conduct annual certification process within parameters approved by the Board of Directors, the Advisory Council and the Membership. (To be determined)

Legislative: Reviews proposed legislation and develops advocacy strategies for the Association. (3-5 hours/month)

Public Relations: Conducts the COA Campaign which will implement strategies to increase the visibility of MCOA and create PR tools that can be used on the local level. (To be determined)

Small and Rural COAs Committee: One of the most active committees, with many tasks geared for accomplishment locally. The committee will seek funding to provide targeted resources for rural and small COAs. (Time commitment can vary – all are welcome and encouraged to participate)

New Director Orientation: Established to conduct timely regional training for new Directors. During FY12 the committee will meet to develop an orientation curriculum and manual. (To be determined)

Working Groups:

Supportive Day Working Group: Comprised of Supportive Day Providers. Meets to review standards, develop training and provide technical support. (Meets 4-6 times a year)

Outreach Summit Working Group: Established to review intake and referral procedures, define training needs and provide support for Outreach workers throughout the state. (Meets 2-4 times a year)

Wellness Center Working Group: Established to assist existing programs, help establish new initiatives, and share resources among the growing number of wellness centers through the Commonwealth. (To be established)

Activities/Programming Working Group: Established as a resource for COAs in the area of senior center programming and activity development. (2-3 times a year)

Volunteer Coordinators Working Group: Established to assist councils with the recruitment, retention, and recognition of volunteers. (Meets 2-4 times a year)

Board Development: Established to assist with the training of individual Councils on Aging and Friends Boards. Will establish regional trainings throughout the year. (To be established)

Task Forces:

Property Tax Relief Task Force: Reviews the various property tax assistance programs and provides technical assistance and training for the general membership. (Hours vary)

Accreditation Task Force: This task force will begin reviewing the NISC Accreditation Program, analyze the process at the Massachusetts test site (Needham), and study the efficacy of an expanded program in the Commonwealth. (Hours to be established)

Transportation Task Force: This task force oversees the development of regional transit proposals and the potential impact on the COA delivery network. (To be determined)

Newsletter-Highlights Editors Task Force: Reviews the COA monthly newsletter and provide highlights in a column for the MCOA newsletter. This feature could provide valuable information to share throughout our network. (3 hours/month)

EOEA Contract: Reviews procedures and contracting process of the formula and incentive grant programs. (Hours vary)

Protective Service Task Force: Currently reviewing the implementation of the new Protective Service protocols and procedures. Documenting the need to make the At-Risk Program a mandated service. (To be determined)

Elder at Risk Task Force: Currently operating on the Cape to address the needs of at-risk older adults. (Hours vary)

Mental Health Task Force: There are statewide and regional groups meeting addressing the needs and the lack of services to older adults in need of support. (Hours vary)

Underserved Population Task Force: An ongoing coalition that provides support and training to communities reaching out to various minority populations. (Hours vary)

Technology Task Force: Examines the use of cutting-edge technology to improve the lives of older adults in the Commonwealth; includes recommended upgrades to existing Senior Center hardware and software. (Hours vary)

Emergency Preparedness Task Force: Recently established to review and develop resources for municipal COAs as we prepare for potential pandemics, weather emergencies, and terrorism. (Hours vary)

Title III.C Task Force: Re-established to review T.III.c nutrition programs and specifically the commodity food program. (Hours vary)

Save our Senior Centers: Recently formed to track the impact that local and state budget cuts have on the operation of our Commonwealth's Senior Centers. (Hours vary)

Awards Task Force: Established to monitor MCOA awards and the award ceremony to ensure maximum visibility and recognition. (Hours vary)

Other Leadership Positions:

Liaisons to the Community: There are currently over 30 opportunities for members to act as liaisons to other organizations such as AARP, MSAC, MAOA, MARTA, MIN, etc. If you are already affiliated, or would like to be with a group that will have a direct relation with MCOA, let us know. We now have job descriptions and an information-sharing process in place. (Time will vary.) **An organizational liaison provides two-way coordination between MCOA and the designated agency. The Liaison to Statewide Task Forces is the MCOA official Representative to established entities, convened to conduct eldercare business.**

NOTE:

As we have seen over the last few years, members have pursued their own interests with the approval of MCOA; and new committees, working groups, and task forces have been created.

If you have an interest you wish to pursue let us know. **MCOA responds to its membership!**

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Application

I would be interested in serving as the elected or appointed position I have listed below.

[List position, work group, committee or task force:]

Have you served in any of these capacities before? _____(specify)

Complete and return to MCOA

Note: If you are interested in an elected position – this application must be returned by September 2, 2011 to be considered.

_____ **Name**

_____ **COA/Agency**

_____ **Address**

_____ **Telephone #**

_____ **Fax #**

_____ **Email**

**Return to: MCOA, 116 Pleasant Street, Room 306, Easthampton, MA 01027
or fax (413) 527-7138**

Thank you for helping make things happen!

Revised July 1, 2011