



TOWN OF MARBLEHEAD

COUNCIL ON AGING

Dr. Frank Healey
Chairman
Patricia C. Roberts
Director

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COUNCIL ON AGING

BOARD MEMBER RESPONSIBILITIES

SUMMARY: To identify needs of Marblehead's elders, develop programs and services to meet those needs, to educate the community on elder issues and to advocate on behalf of elders. To set goals and objectives and support staff in implementing and promoting the COA's mission.

Board members are appointed by the Board of Selectmen. Term is for three years.

RESPONSIBILITIES:

1. Attend required meetings and adhere to attendance policies within COA by-laws
2. Attend board orientation and training programs as offered
3. Serve on at least one committee per year as assigned by the Chairman
4. Understand and approve the COA budget and advocate for the budget's acceptance through the municipality's process
5. Monitor the budget throughout the year, approve and sign weekly payroll and bill schedules
6. Assist with annual and long term planning
7. Be aware of all state and federal legislation concerning funding information and program planning which exist in the elder network
8. Board members will promote and support, in a positive way, all programs which will enhance the lives of Marblehead's elders and advocate on their behalf and attend COA functions.
9. Board members shall educate and enlist community support concerning the needs of the elderly and shall see that services/programs are designed, promoted and implemented to fill those needs or to coordinate existing services in the community for the elderly population
10. Enhance the public image of the COA by being an ambassador to the community for the COA
11. The Board shall, in consultation with the Executive Director, establish policies and procedures for service programs and use of the Senior Center.
12. Accepted COA Board protocol:
 - No member of the Board shall make written or oral representation for the COA unless authorized by Council vote
 - Board members shall coordinate all business communications with the Executive Director
 - No single Board member shall make requests of any staff person or assign duties to staff.