



## Board of Directors Membership

### Introduction

*The mission of the Council on Aging is to transform Mecklenburg County into a senior-friendly community through research, advocacy, and guidance.*

Over the course of its history, the CoA has made significant contributions to Mecklenburg County with the envisioning, establishment, or support of:

- Just1Call, which is operated by the county's Department of Social Services.
- Status of Seniors Report and subsequent updates.
- Volunteer Transportation Service.
- Senior Disaster Registry.
- Legislative Breakfasts.

Shortly after these events, the CoA lost its county funding as government revenues declined and social programs were moved to outcome measurement over advocacy. The CoA entered a period of declining operations and pending programs were held in abeyance. The paid staff was reduced and eventually eliminated. Three organizations (Charlotte Mecklenburg Aging Coalition, Aging Resource Network, and Community Resources Connection) took it upon themselves to establish a committee to determine a new presence for senior services coordination. In 2015, the CoA was reconstituted with a new Board of Directors and a Volunteer Executive Director.

In this reformation phase, changes are being made to the strategic plan, mission, operation, and impact of the Council on Aging. This represents an opportunity to truly benefit some of our more vulnerable citizens. The CoA will address the gaps that have resurfaced over and over again in community needs assessments.

### Strategic Plan, and Goals

As stated above, the CoA is reforming. A strategic plan is in development, and will serve as the basis for a strategic planning retreat to be conducted in October, 2016.

The CoA intends to sponsor two signature events addressing senior issues, with one occurring in the spring and one in the fall. This year, we are hosting the "Transition from End of Career to Retirement" expo at Park Road Baptist Church, on Friday, September 9, 2016, from 10:00 am to 1:00 pm. Following a panel discussion with topic experts, a "walking lunch" will be provided. Attendees can move between tables staffed by community resources offering a senior job / volunteering focus. The community reaction and feedback will serve as input into the CoA strategy planning retreat.

It is the Board's intent that the CoA be of such value to the community that a full time staff can be hired to conduct the functions defined by the Board and all included operations. For the foreseeable future, all functions and operations are being carried out by volunteers.



## Board of Directors

The Board of Directors aims to be a diverse group of individuals focused on the “livability” of Mecklenburg County and dedicated to improving the lives of its senior citizens. The Board of Directors intends that the CoA serve as the overarching community resource connecting and coordinating stakeholders, thereby empowering them to strengthen and improve their individual services and support of senior citizens.

## Duties of the Members of the Board of Directors

Members of the Board of Directors govern the operation of the CoA. As can be expected of a traditional non-profit organization, this governance includes the following activities:

- Provide the strategy for the CoA to accomplish its stated Mission
- Document the policies and procedures for the operations of the CoA and the Board of Directors.
- Establish the CoA mission; articulate a vision for achieving the mission; and approve long range goals.
- Address stakeholder / community needs and commission programs to be developed to address them.
- Approve operating and capital budgets and ensure the budget is managed through program execution.
- Guide the development and monitor the execution of fundraising efforts.
- Take actions to communicate the CoA mission, programs, and activities to the larger community.
- Support and advise the Volunteer Executive Director.

## Commitments Expected of the Members of the Board of Directors

Being a Member of the Board of Directors is an *active* responsibility. The operation of the BoD is being revised as part of the restructuring of the CoA. Nevertheless, the basic expectations for a Member include the following commitments:

- Attend at least 75% of regularly scheduled monthly Board meetings.
- Serve on a sub-committee of the Board (Finance, Fundraising/Resource Development, Strategic Planning).
- Assist with the conduct of Board sponsored activities, such as representing the CoA at community outreach events, attending the meetings of other senior-oriented organizations, and conducting the spring and fall events.
- Making a personally significant financial contribution to the operation of the CoA with the amount to be determined by the individual Board Member.
- Execute a contract to serve as a Board Member, with the aforementioned duties serving as the *minimum*, but incomplete set of commitments.

The time commitments expected of the Board Members vary from month to month and in keeping with the operations of sub-committees and Board sponsored activities. The average commitment consists of:

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|----------------------------------|-----------------|
| • Monthly Board Meeting          | 1.5 hours       |
| • Monthly Sub-Committee Meetings | 1.0 – 2.0 hours |
| • Community Outreach Meetings    | 1.0 – 2.0 hours |

Board Members serve for three year terms, with one third of the Board turning over each year at fiscal year end. The Board will review the application of Members to commit to additional three year terms.

We Welcome Your Interest!