BOARD of DIRECTORS – JOB DESCRIPTIONS
BOARD MEMBER

Definition of AAA: Senior Resources is a private, non-profit organization which provides the following types of services for elderly citizens, their families and service providers:
- Coordinates education and public information sessions on a variety of topics of interest to older persons in Eastern Connecticut;
- Distributes State and Federal funds to agencies to provide services such as transportation, meals, adult day care, health clinic, dental clinic, etc.;
- Serves as an information center for community resources available to seniors and their families including health insurance counseling and assistance, etc.; and
- Acts as a strong voice for the region’s elderly citizens through involvement at the federal, state and local level to enhance the quality of life for older persons.

Mission Statement: To provide information and services to the aging population, their families and their caregivers.

Knowledge and Abilities:
- Possess a working knowledge of elderly services and/or needs,
- Maintain a professional attitude,
- Have some understanding of financial matters,
- Be fair minded and patient,
- Be committed and dedicated to Senior Resources, and
- Be able to maintain a sense of humor.

Specific Duties and Assignments:
- Attend all meetings;
- Be willing to serve on a committee;
- Come to meetings prepared;
- Contribute to meetings by expressing your point of view;
  - Be willing and able to allocate sufficient time to complete the tasks required by the Board of Directors;
  - Sign a Conflict of Interest Statement disclosing all other boards and commissions on which they currently serve;
  - Declare their intent to avoid participation in, discussion of, or in any other way influence the vote on any issue affecting one of the other boards or commissions on which they serve;
  - Review grant requests and allocate funds based on the needs of the elderly in Eastern Connecticut, and
- Assume Board leadership roles when needed.

Term of Office: Each term is three (3) years.

Maximum Number of Consecutive Terms: Two (2).
PRESIDENT

Abilities:
• Possess leadership skills;
• Call and preside over all meetings efficiently;
• Delegate responsibilities to other members and encourage participation;
• Manage multiple priorities and tasks;
• Be diplomatic; and
• Be able to work well with people.

Specific Duties:
• Establish the agenda for meetings with input from members and the Executive Director;
• Delegate responsibilities, as needed;
• Call and preside over all meetings;
• Conduct public relations;
• Supervise the work of the Board and its committees;
• Be an active member of the CT Association of Area Agencies on Aging;
• Serve as an ex-officio member of all committees; and
• Maintain a good working relationship with the Executive Director.

Term of Office: Each term is one (1) year.

Maximum Number of Consecutive Terms: Three (3).
**FIRST VICE-PRESIDENT**

In the absence of the President, or in the event of his/her inability or refusal to act, the First Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. In case of resignation, inability to service or death of the President, the First Vice-President shall perform such duties until such time as the Board of Directors shall elect a new President.

The First Vice President shall have the responsibility to jointly plan, with Staff, special events related to agency business as assigned by the Board.

The First Vice President shall have the responsibility of sending a card to members who are ill or have lost a family member.

The First Vice President shall perform such other duties as from time to time may be assigned to them by the President of the Board of Directors.

**Term of Office:** Each term is one (1) year.

**Maximum Number of Consecutive Terms:** Three (3).

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**SECOND VICE-PRESIDENT**

In the absence of the President and the First Vice-President or in the event of their inability to act, the Second Vice-President shall perform such duties as directed to the First Vice-President and be subject to the same powers and restrictions.

The Second Vice President shall have the responsibility to jointly plan, with Staff, special events related to agency business as assigned by the Board.

The Second Vice President shall have the responsibility of sending a card to members who are ill or have lost a family member.

The Second Vice-President shall perform such other duties as from time to time may be assigned by the President of the Board of Directors.

**Term of Office:** Each term is one (1) year.

**Maximum Number of Consecutive Terms:** Three (3).
SECRETARY

Abilities:
• Be able to take accurate notes at meetings.

Specific Duties:
• Attend all Board meetings;
• Have knowledge of the location of records in the AAA office;
• Record attendance, motions and votes at meetings;
• Take minutes of all Board meetings;
• Review Staff’s draft minutes for corrections.
• Notify the President when a Board member misses three (3) consecutive meetings.

Term of Office: Each term is one (1) year.

Maximum Number of Consecutive Terms: Three (3).

TREASURER

Abilities:
• Must have knowledge of fiscal practices, and
• Be willing to take the time to learn and understand multiple facets of State and Federal funding.

Specific Duties:
• Chair the Finance Committee,
• Give regular reports to the full board as to the financial integrity of the organization,
• Maintain a good working relationship with the agency’s Fiscal Manager, and
• Have knowledge of the location of financial records in the AAA office.

Term of Office: Each term is one (1) year.

Maximum Number of Consecutive Terms: Three (3).