

New Board Member Orientation/Agenda

History of Organization

Board Responsibilities

By Laws

Committees

Board Meeting Reports

Financials, program units, ED report

Budget

Strategic Plan

Our Board Chair typically conducts orientation with the assistance of the Executive Director.

Also included are tours of the building and ride-alongs with transportation staff and home services staff.

HANCOCK COUNTY SENIOR SERVICES, INC.
Board Responsibilities, Conflict of Interest-Confidentiality & Civil Liability

A. GENERAL EXPECTATIONS

**Responsibilities of Board Members hereafter referred to as “Directors” of
Hancock County Senior Services hereafter referred to “HCSS”:**

1. Learn the organization’s mission, goals, policies, programs, services, strengths, needs
2. Serve as ambassador of the agency to the community to enhance the organization’s public standing
3. Vital – attend (BOD)Board of Director’s meetings (participation %age is reported in grant applications, CICOA and UWCI). Serve on committees that utilize your knowledge
4. Make a financial contribution and as needed, participate in agency fundraising activities. Support financial development, using personal influence with corporations, foundations, individuals, organizations.
5. Keep informed of financial concerns and activities – read materials prior to meetings
6. Work cooperatively with board Directors & Executive Director for the agency’s success
7. All Directors shall serve without financial compensation for personal services pertaining to the duties of the Board of Directors
8. Select and assess the performance of the Executive Director
9. Recruit and orient new board directors to ensure diversity in age, education, experience, race, culture, individuals with disabilities, gender and locality. The BOD shall periodically evaluate its performance
10. Bring a joyous sense of humor to the board’s meetings and deliberations!