

LEE COUNTY

NORTH CAROLINA

Committed Today for a Better Tomorrow

Lee County Senior Services Advisory Board Orientation Agenda

1. Introductions
2. History of Lee County Senior Services
3. Organizational Structure
4. Funding Streams - Budget
5. Overview of Services and Programs offered through the Enrichment Center
6. Facility Use Policy and Staff Roster
7. Operational By-Laws – The role of the Board members
8. Volunteer Handbook –
Signature Pages - Confidentiality and Code of Ethics Forms
9. Training Log
10. Facility Tour

Lee County Senior Services Advisory Board

Duties and Responsibilities of the Board

1. Attend all Board and General Fund Raising Events.
2. If unable to attend any meeting, notify the Director of Senior Services
3. Prepare written or oral report for Board Meetings as necessary.
4. The Chairman confirms required written reports are available at the Board Meetings.

The Board has the responsibility to:

1. Promote and encourage the Enrichment Center goals and objectives.
2. Make decisions/recommendations on projects to be funded by the Senior Services Budget
3. Establish standing and special committees.
4. Review recommendations of the committees.
5. Actively participate in the planning process for fund raising events and assist in implementing and monitoring the plan's goals.
6. Support Enrichment Center activities and promote volunteerism and volunteer recruitment.
7. Recruit and orient new board members and assess board performance.
8. Articulate the Enrichment Center's mission, accomplishments and goals to the public and obtain support from the community.
9. Attend Senior Services special events.
10. Attend other education programs as available.
11. Maintain confidentiality of Board Meeting (client) information.
12. Avoid conflict of interest.

Board Member

Volunteer Position Description

Position Description: Board Member

Major Responsibilities:

The following is a summary of the essential functions of individual board member responsibilities. The volunteer may perform other duties, not mentioned below, as needed.

1. Attend board and committee meetings and functions, such as special events.
2. Be informed about the Program's mission, services, policies and programs.
3. Review agenda and supporting materials prior to or as available at board and committee meetings.
4. Assist the board in carrying out its fiduciary responsibilities, such as reviewing monthly and annual financial statements.
5. Serve on committees or task forces and offer to take special assignments. Prepare written or oral reports for board meetings as necessary.
6. Inform others about the Senior Services and COLTS services.
7. Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
8. Follow conflict of interest and confidentiality policies as developed.
9. Refrain from making special requests of the clinic staff.
10. Keep up-to-date on developments in the field of aging.

Personal Characteristics Recommended:

1. Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group.
2. Willing to prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate performance of self.
3. Develop certain skills if one does not already possess them, such as, to cultivate Board members and other volunteers, read and understand financial statements, learn more about the substantive program areas of the Senior Services Department.
4. Possess honesty, sensitivity to and tolerance of differing views, a friendly responsive and patient approach, community-building skills, personal integrity, a developed sense of values, and a concern for the programs development

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Date

Board Member
Address 1
Sanford, NC 27330

Dear Mr/Ms. Board Member,

Welcome to the Lee County Senior Services Advisory Board. We are glad that you are interested in working with us to provide quality services to Lee County's older adults.

The Advisory Board usually does not meet two months in the summer unless there is a need for a called meeting. Our next meeting will be Wednesday, September 16, 2009 at 8:30 am at the Enrichment Center. A Volunteer and Board orientation will be provided to you at this meeting.

I am enclosing some information about our organization. If you have questions regarding our services or programs, please let me know.

Thanks for your willingness to serve on our Board.

Sincerely,

Debbie Davidson
Director

Lee County Senior Services
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