



**Member of the Board of Directors
Job Description and Expectations
(Updated November 2017)**

Purpose: To advise, govern, oversee policy and procedures and give direction and assist with the leadership and general promotion of the Castle Rock Senior Center, so as to support the organization's mission and needs.

Meetings and time commitment:

- ❖ The Board of Directors meets January through December on the third Friday of each month at 1:00 p.m. at the Center in the Conference room. Meetings typically last 90 minutes.
- ❖ Committees of the board meet an average of four times per year, with the exception of the Activities Committee which meets monthly and pending their respective work agenda.
- ❖ Board members are asked to attend activities and/or events and support the Center with both a financial contribution and in time volunteering to support the organization as a whole.
- ❖ Board members are asked to volunteer at Outreach and Fundraising events.

Length of term: Two years and no Officer shall serve more than two consecutive terms in the same office, unless the Board of Directors grants an exception.

***Major responsibilities:**

- ❖ Organizational leadership and advisement
- ❖ Organization of the board of directors, officers, and committees
- ❖ Formulation and oversight of policies and procedures
- ❖ Financial management, including adoption and oversight of the annual budget
- ❖ Fundraising and Outreach

** Members of the board share these responsibilities while acting in the interest of the Castle Rock Senior Center. Each member is expected to make recommendations based on his or her experience and vantage point in the community and with consideration of the diverse and entire membership. All positions perform other duties as necessary.*

Expectations of board members:

- ❖ Attend and participate in meetings on a regular basis and special events
- ❖ Participate on a standing committee of the Board and serve on ad-hoc committees as necessary
- ❖ Be alert to community concerns that can be addressed by the Castle Rock Senior Activity Center’s mission, vision and values.
- ❖ Help communicate and promote Castle Rock Senior Activity Center’s programs to and within the community
- ❖ Become familiar with Castle Rock Senior Activity Center’s finances, budget, grant and financial/resource needs
- ❖ Understand the policies and procedures of Castle Rock Senior Activity Center
- ❖ Financially support the Castle Rock Senior Activity Center in a manner commensurate with one’s ability

Code of Ethics:

Board Members will not accept commissions, gifts, payments, loans, and promises of future benefits or other items of value from anyone who has or may seek some benefit from CRSAC

Board Member Declaration

I, _____, have read and understand the above Member of the Board of Directors Job Description and Expectations, and I agree and consent to adhere to the rules outlined therein.

Board Member Signature

Position

Board President Signature

Date

If you should have any questions about this information or have an interest in a board position, you may contact our Board President – Doris Rollins at 720-440-9291