

Harvard Council on Aging Policies and Procedures

Appointment/Resignation of Board Members

The Council on Aging Board of Directors will be composed of nine members representing a cross-section of the town's population. The needs of all segments of the senior population will be represented and considered.

Membership procedures:

1. COA board members are appointed by the Harvard Board of Selectmen. Current COA board members or any other Harvard resident may recommend candidates. Prospective candidates will submit a letter of interest to the selectmen, whose decisions are final.
2. Prospective candidates should attend at least one COA board meeting prior to being officially recommended for appointment.
3. New board members will be notified of their appointment by letter from the Board of Selectmen.
4. All members must be sworn in by the town clerk and agree to abide by the laws, bylaws, and policies of the town in the performance of their duties on the COA board. This requirement must be performed according to town regulations.
5. Board members will be appointed on a rotating basis so that three members are appointed annually for three-year terms. Members may serve no longer than two consecutive full terms without a break; they may be reappointed to the board after a one-year hiatus.
6. A member wishing to resign from the COA board must convey this intent in writing to the selectmen and the board at least two months in advance, if possible.
7. All members are expected to know the content of this policy.
8. The COA may recruit up to two alternate members for advisory, development, and honorary functions, and to provide a quorum when necessary. Outgoing members may continue serving in a non-voting emeritus position to provide continuity. Alternate members will serve for one-year terms and must be appointed by the Board of Selectmen and sworn in by the town clerk, following the same procedures as regular members

Board member responsibilities:

1. Maintain a commitment to the mission of the Harvard COA
2. Attend board meetings regularly and actively participate
3. Prepare for meetings by reviewing the agenda and reading all pertinent material
4. Remain current in their knowledge of local, state, and national issues concerning the senior population
5. Vote and do not be reluctant to dissent
6. Understand the budget process
7. Perform one executive function (board officer or committee chair) or participate in a COA activity or program
8. Be aware of and comply with any laws or regulations affecting board performance (i.e. open meeting and conflict of interest laws)
9. Support the board and the director
10. Enhance the COA's public image by being an ambassador to the community
11. Advocate on behalf of elders in the community
12. Keep confidential any personal information
13. Refrain from making written or oral representations for the COA unless so authorized by the board
14. Notify the chairperson of any inability to carry out any of the above responsibilities
15. Board members will provide input for the annual review of staff.

Meetings and Voting:

Board meetings will be held at least 11 times a year and posted in accordance with the state Open Meeting Law. No vote shall be taken in the absence of a quorum (five members).

1. Meetings will be held in a location and on a day and time that takes into consideration the needs and preferences of all members. If there is disagreement on the permanent meeting time, a vote will determine the outcome.

2. The chairperson is responsible for ensuring that meetings are posted with at least 48-hours notice.

3. Emergency meetings can be called at any time with adequate advance notice to each member. These will be held in a public place except when extenuating circumstances prevent it.

4. Each member is entitled to one vote with respect to any matter that may come before the board. A quorum of five is required for the transaction of business. Votes will be cast only by members in attendance or alternates if necessary to achieve a quorum. In emergency situations, the board may allow remote participation to reach a quorum.

5. If a member must miss a meeting, the chairperson should be notified in advance.

6. The chairperson may cancel any meeting for bad weather or other unusual circumstances.

Budget Development and Monitoring

The COA director will develop an annual budget for managing available funds and present it for approval by the board. The board treasurer will monitor expenditures and report on grant balances at each meeting, to enable members to plan activities effectively and maintain proper accountability.

1. The director will prepare a draft Formula Grant request each summer in response to grant materials sent each year from the state Executive Office of Elder Affairs.

2. In accordance with instructions from the selectmen and Finance Department, the director will prepare an annual budget request, which will be reviewed by the Board of Directors. This review will be scheduled to allow sufficient time for revisions before the submittal due date.

3. The director will notify the board of any grant award and of gifts and donations designated for specific purposes.

4. Periodically during each fiscal year, the director will check with the Finance Director to ensure that COA balances correspond with those at Town Hall.

These policies and procedures are effective as of June 30, 2015.