

The Role of the Board of Trustees

Secure and Maintain the Public Trust

- ✓ Assume accountability for the overall administration of the organization, including legal responsibilities, fiscal management, and program performance
- ✓ Determine mission and strategic directions for the organization
- ✓ Establish, review and modify policies to ensure the public trust
- ✓ Educate the public and other stakeholders regarding the organization's programs and services
- ✓ Assume leadership in advocating for the needs of senior citizens, their families, and senior service professionals

Ensure the Organization Achieves Its Purpose

- ✓ Establish appropriate structures and functions to conduct the affairs of the board
- ✓ Ensure continuity of organization through the provision of adequate financial and human resources
- ✓ Employ and support the Executive Director
- ✓ Delegate responsibility for the management of the organization to the Executive Director
- ✓ Monitor and evaluate the management performance of the Executive Director and terminate if necessary
- ✓ Develop, update and approve strategic plans, organizational plans, budgets, financial management reports, and major organizational commitments
- ✓ Keep abreast of and assure ongoing evaluation of the organization's programs, services and administrative practices
- ✓ Interpret and represent the organization to the community and the community to the Board

Expectations of Individual Trustees

The following represents the expectations of individual trustees in order to fulfill the governance role of the YSSC Board of Trustees.

Secure and Maintain the Public Trust

- ✓ Be knowledgeable and well versed with the mission and purposes of the organization, current programs and services and budget, and sources of support
- ✓ Secure and review an independent annual audit
- ✓ Avoid, in fact and in perception, conflicts of interest. Disclose any conflicts or potential conflicts to the Board in a timely manner

Ensure the Organization Achieves Its Purpose

- ✓ Participate in initial orientation and on-going educational and training activities for Board members
- ✓ Prepare for and attend board meetings
- ✓ Review and approve annual budgets, review financial reports and take action, as required
- ✓ Act as an informed spokesperson in the community for the organization's programs, policies and practices
- ✓ Participate actively on at least one committee
- ✓ Identify, support and recruit potential trustees and volunteers
- ✓ Identify and solicit three or more new potential donors each year