

The Paine Senior Services Board

1. The Standing Committee, in addition to its general oversight of Paine Senior Services, each year shall approve the members of the Executive board of Paine Senior Services and shall receive a report of the Paine Senior Services operations. The Paine Board is accountable to the First Parish Standing Committee
2. The Board of Directors accepts overall responsibility for the agency and board members are responsible to:
 - Understand the agency's purpose
 - Develop agency policy
 - Engage in short-term and long-range planning
 - Continuously evaluate the performance of the organization, monitoring and evaluating programs, providing constructive criticism through appropriate Board channels
 - Ensure that legal requirements are met
 - Complete Board and Committee Assignments
 - The Paine Board has liability coverage through First Parish's Directors Insurance.

In addition to the general responsibilities described above, the Board has specific responsibilities in the following areas:

PERSONNEL/STAFF

- Understand the different functions of the Board and staff
- Hire, employ, evaluate, and when necessary, terminate the Executive Director
- Ensure that the Executive Director provides proficient oversight of the agency staff, interns and volunteers

FINANCIAL OVERSIGHT

- Oversee the agency's financial management
- Develop and monitor the agency operating budget including decisions about staff reimbursement
- Assist in the development of financial resources

IN THE COMMUNITY

- Represent the agency to the community
- Interpret the community needs to the agency

1. *from the First Parish Handbook 2009 FP by-laws approved 5/ 2001*
2. *from the United Community Planning Corporation 1983*

Membership Terms and Duties

- The Paine Senior Services Board consists of First Parish voting members or friends and providers in the Cambridge elder network.
- Board members serve 3 yr. terms. The maximum number of *consecutive* terms served is 2 terms.

- The Board consists of officers and 4-6 at-large members.
- The Senior Minister of First Parish is an ex-officio Member.
- Board members need to be approved by the First Parish Standing Committee.
- *Should there be a % of voting members required?*

The Chair

- Is elected by the Board.
- Traditionally, the Chair leads the Board in its governance of Paine Senior Services.
- Presides over the meetings/approves the agenda of the Board meetings in consultation with the ED.
- The Chair works with the ED to issue meeting warrants for all business meetings of PSS.
- The Chair leads the Board in evaluating the Executive Director.
- The Chair leads the Board in monitoring and evaluating PSS's operation.

The Vice-Chair

- Is elected by the Board
- In the absence of the Chair, presides over meetings/approves the agenda of the Board meetings
- If the Chair is unable to fulfill his/her duties, leads the Board in the governance of PSS

The Treasurer

- Is a voting member of First Parish
- Is a member of the First Parish Investment Committee
- Is elected by the Board
- Receives copies of all monthly bank statements
- Receives copies of statements, reports, and correspondence regarding PSS' finances.
- Receives all statements of the Paine Endowment
- Is an authorized signer on all PSS accounts
(Except the PSS Endowment) in conjunction with the ED

The Executive Director acts as Clerk

- The ED takes the minutes of the PSS Board meetings
- The ED keeps the records of the PSS Board meetings
- The ED distributes minutes for the approval of the PSS Board.
- The ED submits the Annual report to First Parish.
- The ED provides the Board with all information for the Board to act in the agency's best interest.

At-Large Members

- Are recruited from First Parish and from the network of Elder Providers
- Agree to take on the responsibilities described above for the oversight of Paine Senior Services.

Board Expectations

- Attend all Board meetings, giving ED proper notice of unavoidable absences.
- Receive no financial compensation for participation as a Board member.
- Read all materials received pertaining to agency operation.

- Take active responsibility to be aware of and informed about every major decision the agency makes and every major action the agency takes.
- Contribute to the annual Paine annual fund as able.

The Attorney General's 2007 "Guide for Board Members of Charitable Organizations" was consulted in drafting the above.