



# TOWN OF SHREWSBURY

## Council on Aging

Shrewsbury Senior Center

98 Maple Avenue, Shrewsbury, Massachusetts 01545-5398

## Shrewsbury Council on Aging Board Policies and Procedures

### Section 1. Introduction

The Shrewsbury Council on Aging was established in 1972, pursuant to Shrewsbury Town By-law 4-L which states:

*“There shall be a council on aging consisting of not less than 3 nor more than 7 members who shall be registered voters of the Town and who shall be appointed by the Town Manager for the purpose of coordinating or carrying out programs designed to meet the problems of the aging in coordination with programs of the Commission on Aging established under Section 73 of Chapter 6 or the General Laws of Massachusetts.”*

1. The mission of the COA is “To advocate for and to develop programs and services that enhance the well-being and quality of life, and to create a welcoming, secure, and inclusive community for seniors.”
2. The Council on Aging Department runs services and programs at the Shrewsbury Senior Center.
3. The COA Director – The role of the COA director is to oversee all operations and activities of the COA Department on a day-to-day basis.
4. The Board meets to work with the director to continuously evaluate and update the Council on Aging department's programs, services and activities, as well as any Senior Center issues. The Board develops plans and policies which allow us to effectively advocate for the changing needs of the growing senior population.
5. The COA Board and the COA Director shall work collaboratively for the purpose of carrying out programs, services, and activities consistent with the COA mission statement.

### Section 2. Membership in the COA Board

1. The COA Board is appointed by the Town Manager, pursuant to the Town Bylaw 4-L, above.
2. COA Board members' terms are three years and expire on June 30.
3. At the end of their terms, Board Members may re-apply to the Town Manager.

### **Section 3. Responsibilities of Board Members**

#### **All COA Board Members shall:**

1. Comply with all applicable laws and regulations, including the Open Meeting Law and the Conflict of Interest Laws.
2. Identify and advocate for programs and services for the aging in accordance with the mission of the Council on Aging.
3. Ensure that all policies and procedures of the COA are up to date.
4. Develop and support the strategic priorities of the Council on Aging.
5. Attend COA Board meetings.  
Board members may not miss more than 3 meetings within 12 months. Any board member who misses more than 3 meetings shall be referred to the Town Manager by an Officer of the Board for dismissal from the board.
6. Participate in at least two programs/services of the Council on Aging per fiscal year and report back to the COA Board.
7. Create and serve on subcommittees as needed.
8. Refer regularly to the COA shared Google Drive for updated information.

### **Section 4. Officers and responsibilities:**

#### **Composition of the Board:**

The COA Board shall have three officers with the following responsibilities:

1. Chairperson – The Chairperson chairs the meetings in accordance with Robert’s Rules of Order and the Open Meeting Law.
2. Vice Chairperson – The Vice Chairperson chairs the meetings in the absence of the Chairperson.
3. Secretary – The Secretary accurately reviews and submits the minutes.
4. Election of officers shall occur annually. Annual election of officers occurs in September or as needed

## **Section 5. Orientation of New Board Members**

1. All new COA Board Members will be provided with a copy of the Commonwealth of Massachusetts July 2015 “A Guide for Board Members” document as well as a copy of Robert’s Rules of Order and the “Shrewsbury Council on Aging Board Policies and Procedures” document.
2. All new COA Board members shall meet with the COA Director and be introduced to the COA Staff.
3. All new COA Board Members shall meet with the COA Board Officers.
4. All new COA Board members shall be given a tour of the Senior Center.

## **Section 6. Format of COA Board Meetings**

1. The COA Board shall meet monthly on the second Wednesday of the month.
2. Meetings must have a quorum. A quorum is a majority of the current board.
3. Robert’s Rules of Order shall be followed.
4. The Chairperson shall preside at the meeting. In the absence of the Chairperson, the Vice Chairperson shall preside. If both are unavailable, the meeting shall be re-scheduled.
5. Sub-Committees shall be created on an as-needed basis and staffed by Board Members. All subcommittees are subject to the Open Meeting Law.

## **Section 7. Strategic Planning and Goals**

1. The Board and Director shall work in harmony to identify all opportunities and challenges on a continual basis. This shall include a regular review on the effectiveness of all programs offered.
2. The Board and the Director are jointly responsible for the development of a strategic plan which is in alignment with the Town’s Strategic Plan.
3. The Director shall be responsible for the creation and presentation of a 3 – 5 year staffing plan, and annual department and staff goals which will be presented to the Board for review and comment.

## **Section 8. Operating Budget and Finances**

1. The Director shall develop and present the annual operating budget recommendation to the Board. The budget shall accurately and completely address the funding needs for the strategy and goals of the department.
2. The Board shall review and comment on the budget to help ensure alignment with the established strategic priorities.

3. The Board and Director recognize that the Town Manager submits the official budget to the Finance Committee which may differ from the recommendation of the Board and Director in accordance with the strategic priorities and resources of the Town.
4. The Director shall keep the Board advised on changes throughout the budget process.
5. The Director shall make available year-to-date expenditure reports on a monthly basis.
6. The COA Board interacts with the COA Director throughout the budget process. The COA Board reviews and monitors the budgets on all financial accounts at each Board Meeting.
7. The COA Director presents the proposed budget to the Board for review prior to the Finance Committee budget presentation.

Adopted by the Shrewsbury Council on Aging November 2022