



OREGON CASCADES WEST
**SENIOR SERVICES
FOUNDATION**
1400 Queen Ave SE, Ste. 206, Albany, OR 97322
www.ISupportSeniors.org
541-924-8443

Roles / Responsibilities of Directors

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Oregon Cascades West Senior Services Foundation (hereafter referred to as Foundation) in support of the organization's mission and needs.

Mission and purpose statement: Enriching the lives of older adults by raising and providing financial support for critical senior services in Linn, Benton and Lincoln counties.

***Major responsibilities and participation in:**

- 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
- Oversight of strategic planning and evaluation
- Review of organizational reports
- Promotion of the organization
- Fundraising and outreach

**Members of the Board share these responsibilities while acting in the interest of the Foundation. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Length of term: One-year terms with a maximum of six years' uninterrupted service.

Meetings and time commitment:

The Board of Directors meets every other month (February, April, June, August or September, October and December, on the second Thursday of the month, from 3:00pm - 5:00pm. Meetings are typically held at Oregon Cascades West Council of Governments, located at 1400 Queen Ave. SE, Albany, OR 97322.

- Board Committees meet an average of four to six times per year, pending their respective work agenda.
- Board members may be asked to attend special events or meetings, as they are determined.

Board members are expected to:

- Attend and participate in meetings on a regular basis, and special events as able.
- 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 Foundation's mission, objectives, and programs.
- Help communicate and promote the Foundation's mission and programs to the community.
- Become familiar with Foundation's finances, budget, and financial/resource needs.
- Understand the policies and procedures of the Foundation.
- Financially support Foundation in a manner commensurate with one's ability.