

COA BOARD MATRIX - Responsibilities and Practices

AGENCY	BOARD MEMBER	BOARD CHAIR	DIRECTOR/ Coordinator
COMPONENTS:			
AGENDA	Submit items (Sub) Committee reports	Develop meeting agenda jointly with director.	Develop meeting agenda jointly with board chair.
BOARD MEETINGS	Attend; participate	Attend; facilitate	Attend; advise; report.
MANAGEMENT	In the absence of paid staff Does not direct the director.	Focus/oversee board activities. Motivate and develop members, committees. Does not direct the director.	Direct and supervise daily operations including oversight of staff, volunteers (and providers or contractors), as well as facility/grounds.
BOARD MEMBER DEVELOPMENT and ORIENTATION	Participate. Be attentive to recruiting and/or supporting new members on behalf of the agency mission. Recruit candidates.	Maintain short/long term planning orientation for program development. Enhance two way communication. Recruit candidates.	Participate, (help) prepare orientation package, recommend new members. Recruit candidates.
VISION, MISSION, LONG TERM PLANNING, PRIORITIES, GOALS, OBJECTIVES, POLICIES, PROCEDURES (macro)	Determine through discussion. Advisory...but act in good faith with agreed board goals and objectives.	Articulate, confirm discussion. Advisory...but act in good faith with agreed board goals and objectives.	Recommend, develop, record, implement (with board, as appropriate).
STAFF/VOLUNTEERS*	May assist with outreach.	May assist with outreach.	Recruit. Interview. Decide. Conduct staff meetings.
FUNDING OR OTHER SOURCES	Be attuned and/or relate to potential resources & program opportunities. Optional: membership in community/business orgs.	Be attuned and/or relate to potential resources & program opportunities. Optional: membership in community/business orgs.	Research/prepare funding proposals. Seek sponsorships; collaborate with agencies/providers. Optional: membership in community/business orgs.
SELF EDUCATION	Attend conferences and trainings; question; listen; evaluate; learn.	Attend conferences and trainings; question; listen; evaluate; learn.	Attend conferences and trainings; question; listen; evaluate; learn.
COMMUNICATION	Direct through the Chair.	Faciliate between Board and Director.	Direct through the Chair.
ADVOCACY	Represent elder interests.	Represent elder interests.	Represent elder interests.

**Director hired by appointing authority.*