

BOD Job Description including a Code of Ethics

AGEGUIDE NORTHEASTERN ILLINOIS RESPONSIBILITIES – BOARD OF DIRECTORS

Thank you for undertaking this vital public service. Your gifts of time, talent, and resources as a board member make many important benefits possible for older persons, their families and friends, and the community organizations that serve them. This sheet has been prepared to describe the scope of your commitment.

As a Board member, you have the basic legal, policy, and fiduciary responsibility for AgeGuide Northeastern Illinois. Even though you are an unpaid volunteer, you agree to:

- A. **BE ACTIVE.** Regular meetings are currently scheduled at 1:00 p.m. on the second Friday of the following months: March, May, June, August, October, and December. Most regular meetings are held at AgeGuide's Lombard office. The Agency's Annual Meeting takes place the second Friday in April starting at 10:00 a.m. with the location to be announced. The Board Nominating Committee reviews attendance and the Executive Committee reserves the right to address individual attendance issues and recommendations. See the Board By-laws for details.

As you might suspect, most of the "real work" is done in Committees. Board members are expected to serve on at least one of the standing committees based on individual interest. Two committees, Grants Review and Planning, require representation from all eight counties within the planning and service area. You may be requested to serve on one of these based on the need for county representation. Committee descriptions and meeting frequency are contained in the By-laws.

Absence from meetings and inactivity do not excuse you from legal responsibility.

- B. **RECEIVE NO MATERIAL PROFIT.** Board members receive reimbursement for reasonable expenses and costs incurred while carrying out their Board responsibilities. Usual items for reimbursement include mileage (IRS rate), food, and other travel costs, i.e. tolls. Additional costs that may be covered are registration fees for professional conferences related to aging and aging issues, e.g. the annual Governor's Conference on Aging. Procedures for claiming reimbursement are outlined on the Travel Reimbursement form that must be submitted along with the appropriate receipts to document costs.
- C. **ACT AS A LAISION.** As a Board member you owe a duty of loyalty to AgeGuide which takes precedence over your personal and/or community interest. Each Board member is a spokesperson for his/her community *to* AgeGuide and for AgeGuide *to* the community. All are expected to "spread the word" about AgeGuide and its local network of service providers.

- D. EXERCISE JUDGEMENT IN OVERSEEING THE AGENCY’S AFFAIRS: As legal custodians of all tangible assets of AgeGuide, Board members accept responsibility for finances; compliance with applicable local, state and federal laws; Board governance and member selection; staff compensation and personnel issues; and the organization’s real property and investments. To exercise this duty and care, the Board must appoint and regularly review the chief administrative officer *and* establish and monitor, without getting involved in the day-to-day operations, basic organizational policies and procedures.
- E. PARTICIPATE IN RESOURCE DEVELOPMENT. AgeGuide needs the talents, time, ideas, energy, and commitment of all its Board members. In order to sustain its programs, AgeGuide must supplement the public funding with private resources. Fund raising is a vital responsibility of Board members in a non-profit organization. This includes overseeing the planning and implementation of special events like the *Senior Lifestyle EXPO, the Celebrity Chefs’ Brunch and the Annual Meeting*. Participation in fund raisers as volunteers and attendees is expected.

THEREFORE, as a member of AgeGuide Northeastern Illinois, I pledge to uphold the following Code of Ethical Conduct:

1. I will abide by all applicable state and federal laws as they relate to my conduct as a board member and will seek to ensure that the policies and procedures of and the services funded by AgeGuide are conducted in like manner.
2. I will uphold the duties of my office and support and promote our mission and purpose statements. I will actively participate in all decisions affecting the governance and policy-setting functions of the Board. I will recognize my responsibility to uphold positions taken by the Board of Directors.
3. I will value and promote effective management and public accountability. I will actively participate in organizational planning, including the update of the strategic plan every three years.
4. I will assist in the establishment and monitoring of organizational programs and services through such mechanisms as a review of the management system, the annual financial audit, and the annual report.
5. I will support the Chief Executive Officer and his/her staff members in their day-to-day activities. I will work to promote the competent delivery of services to all older persons and their families throughout the eight-county planning and service area.

Adopted by the Board of Directors October 14, 2005

Board Member Signature _____ Date _____