

## **COUNCIL ON AGING BOARD Committee Charge**

### **GENERAL STATEMENT**

The COA Board is an advisory Board only and does not, therefore, set policies or determine administrative directions for the COA. Many of its duties and responsibilities are performed only upon the request of the COA Administrator or Town Manager. The Board may initiate studies, advocacy projects, public information, consultations, or other activities; but it is expected that these will be developed collaboratively with the COA Administrator. Recommendations from the Board to the Town Manager, Town Government, or the town at large are routinely reviewed with the COA Administrator prior to dissemination to others. If the Board sees a need for an advisory subcommittee, a request will be made for the appointment of such a committee by the Town Manager.

The COA Board exists both to advocate for the needs and welfare of senior citizens living in Concord and to support and assist the Concord COA in carrying out its mission.

### **THE COA MISSION**

The Concord Council on Aging will work to improve the quality of life of Concord's citizens who are over the age of 60. The COA will strive to assist them, to the greatest extent possible, in maintaining their dignity, self-esteem, their personal independence, and their role as full participants in the life of the community. The COA will make every effort to provide seniors with opportunities that enhance their physical, emotional, intellectual and spiritual well-being.

### **MEMBERSHIP**

The Council on Aging Board shall consist of nine voting members appointed by the Town Manager, and up to two nonvoting Associate members. In addition, there shall be one representative each designated by the Recreation Commission, Board of Health and School Committee.

### **SPECIFIC RESPONSIBILITIES AND DUTIES OF THE COA BOARD**

Consistent with the foregoing, the Board may, for example:

- 1) Provide guidance or consultation to the COA Administrator regarding COA policies, programs, and long range plans.
- 2) Collaborate with the Administrator in evaluating services and programs.
- 3) Assist in the preparation of budgets, reports, and capital improvement recommendations or comment on the, as needed.

- 4) Provide assistance, when needed, with promoting and/or carrying out elderly service programs.
- 5) Initiate and/or participate in studies relating to the needs of the elderly.
- 6) Be available to the Town Manager and other relevant parties to assist in selecting a new COA Administrator when required.
- 7) Disseminate public information concerning COA programs and needs.
- 8) Make recommendations to the COA Administrator, Town Manager, and community at large about how the needs of the elderly in Concord could be more adequately or effectively met, either by this town alone or by cooperative arrangements with other towns, persons, or agencies.
- 9) Promote senior involvement in COA activities and other activities relevant to the senior population.

#### **OTHER CONSIDERATIONS**

The Committee shall elect a chair and a committee clerk, who will be responsible for maintaining the record of the committee's discussions.

All meetings will be conducted in conformance with the Open Meeting Law including the proper notice and posting of meetings, and all records will be maintained in conformance with the Public Records Law.

**COMMITTEE CHARGE**  
**Council on Aging Board**

**A. Membership**

The Council on Aging Board shall consist of nine members appointed by the Town Manager and one representative each designated by the Recreation Commission, Board of Health and School Committee.

**B. \*Duties and Responsibilities of the COA Board**

1. Provide guidance to the Coordinator regarding policies, programs and long range planning.
2. Evaluate ongoing services and programs.
3. Make recommendations on improving the organization and effectiveness of the Council on Aging staff.
4. Recommend and establish user fees for services.
5. Assist with the provision of elderly services.
6. Promote senior involvement in Town activities and programs.
7. Review the annual budget and capital improvement recommendations as prepared by the Coordinator for submission to the Town Manager.
8. Assist in the preparation and review of the Council on Aging report for the Annual Town Report.
9. Make recommendations to the Town Manager on the appointment to the position of Coordinator.
10. Recommend to the Coordinator and Town Manager cooperative arrangements with other towns, persons or agencies regarding the provision of services and programs.
11. Serve as Town of Concord liaison with other persons or agencies in matters relating to the elderly.
12. Undertake studies relating to the elderly as needed.
13. With the approval of the Town Manager, appoint advisory committees to the Council on Aging Board as needed.

\*See Administrative Code, Department of Human Services