



Northwest Missouri Area Agency on Aging

Board of Directors Election Guidelines

For the Recruitment, Nomination and Election of Board Members and Officers

NWMOAAA VISION AND MISSION STATEMENTS

VISION STATEMENT

To empower and provide older adults of Northwest Missouri the opportunity to live safe, healthy, independent lives in the home environment of their choice.

MISSION STATEMENT

The mission of the Northwest Missouri Area Agency on Aging is to promote systems that maintain and enhance the quality of life for older adults in the home environment of their choice.

This is done by listening to the needs, identifying and coordinating resources, planning, developing and implementing programs, services and systems for older adults and their caregivers.

The Agency strives to ensure effective, efficient use of resources and supports individual choice and informed decision making.

INTRODUCTION

We are seeking highly-qualified and enthusiastic people who support the vision, mission, goals and priorities of the Agency to serve on the Board of Directors of the Northwest Missouri Area Agency on Aging,

The need for such a board that embodies these qualities and characteristics is imperative to NWMOAAA's continued success, growth, viability, development and sustainability. These guidelines are based on best practices and guiding principles of nonprofit Boards of Directors.

RECRUITMENT CONSIDERATIONS

DIVERSITY: Each member brings his/her own unique perspective to the Board. Diversity ensures that the Agency not only reflects its constituency but is also able to relate and interact with each other and with their peers. With diversity in all areas, the Agency is in a stronger position to deal with challenges and to consider opportunities. Diversity considerations should include gender and racial; geographic throughout the 18 counties; experience, expertise and perspectives.¹

BOARD PARTICIPATION AND ATTENDANCE: Individuals who are elected to the Board of Directors should be active and committed. Candidates for office should be able to commit to:

Attending monthly meetings

Participating as an active member of at least one committee

Preparing before meetings, allowing time to study information received in informational packets

Becoming aware of and advocating for needs and interests of their peers in the 18 counties of Northwest Missouri

LEADERSHIP, GUIDANCE AND VISION: Substantial changes in how the Agency serves clients in the future are anticipated, largely because of aging Baby Boomers and different needs and interests among the wide range of ages and geographical locations of clients. Board members need to share perspectives on issues and solutions related to the aging population, looking beyond today's model of identifying and meeting needs of clients. They need to be comfortable providing input, guidance and vision to promote and strengthen the Agency's ability to serve its clients, both now and in the future.

IMAGE AND STATURE: For more than four decades, NWMOAAA has maintained a high level of respect, integrity, dedication to its mission, and a reputation for creating innovative ways to respond to the needs of clients. The Board of Directors will need to be prepared to build on past momentum while promoting new ideas and initiatives.

FUNDING OPPORTUNITIES: The Board will be called upon to consider and support ways to increase, diversify and enhance revenue sources and help open doors to those opportunities.

SKILLS AND EXPERTISE: Current Board members should assess the makeup of the Board against the needs of the Agency and its clients, in order to identify leadership/diversity gaps and help to seek qualified candidates for annual elections.

¹<https://www.councilofnonprofits.org/tools-resources-categories/boards-and-governance>

THREE LEGAL STANDARDS TO CONSIDER

The Duty of Caring – Each member is expected to act in good faith and to actively participate in governance, through preparing for and attending meetings; asking appropriate questions and using unbiased judgement; and reviewing the Agency's financial reports which are prepared monthly for Board members.

The Duty of Loyalty, With No Conflict of Interest—Each member must put the interests of the Agency and its clients ahead of his or her personal interests by disclosing any potential conflict of interest; not using Board activities and/or opportunities within the Agency for personal gain; adhering to the Agency's conflict of interest policy; and not disclosing confidential information about the Agency or its clients.

Duty of Obedience—Board members show a standard of dedication to the Agency's mission and vision by making sure decisions that are made fall within the scope of the Agency's mission and governing documents; complying with all regulatory and legal requirements; and examining all documents governing the Agency and its operation.²

²Adapted from BoardSource's *Structures and Practices of Nonprofit Boards*, 2008



NWMOAAA BOARD OF DIRECTORS MEETINGS

MONTH	TENTATIVE SFY 2019 SCHEDULE
July 23, 2018	10:00 AM meeting in Cameron
*August 27, 2018	10:00 AM meeting in Cameron
*September 24, 2018	10:00 AM meeting in Cameron
October 22, 2018	10:00 AM meeting in Cameron
November 26, 2018	10:00 AM meeting in Cameron
December 2018	To Be Determined
January 28, 2019	10:00 AM meeting in Cameron
February 25, 2019	10:00 AM meeting in Cameron
March 25, 2019	10:00 AM meeting in Cameron
April 22, 2019	10:00 AM meeting in Cameron
May 27, 2019	10:00 AM meeting in Cameron
June 24, 2019	10:00 AM meeting in Cameron

NOTE: Work sessions and committee meetings may be scheduled throughout the year, and members are given opportunities to advocate for their peers from time to time.

*The Board does not usually meet during the month of the Missouri's "Show Me Summit on Aging and Health" to allow Board and staff members to attend. The Summit is held annually in August or September.

Dates and/or times subject to change.

NORTHWEST MISSOURI AREA AGENCY ON AGING
BOARD OF DIRECTORS

Position Title: Member, Board of Directors

Term: Three (3) Years, unless designated to fill a vacancy

Time Commitment: Monthly meetings average 2½ to 3 hours; preparation time and miscellaneous time besides meetings average 2 to 3 hours weekly

The Northwest Missouri Area Agency on Aging is a private, not-for-profit corporation designated by the State of Missouri to develop and administer an Area Plan for the senior population in the northwest 18 counties of the state—its Planning Service Area (PSA.) Specific responsibilities of the Agency include, but are not limited to, the following:

- Assessing the needs of seniors and their caregivers in the Planning Service Area;
- Identifying deficiencies and gaps in service delivery system;
- Identifying solutions to meet needs and bridge gaps;
- Developing and administering the Area Plan;
- Funding services;
- Developing written policies and procedures;
- Monitoring and evaluating the effectiveness and efficiency of service providers;
- Advocating on behalf of older adults and their caregivers

The Board consists of three Directors from each of the three regions in the 18-county area, and they are elected for a three-year term. Each Director represents the six counties within his or her region.

They may receive expense reimbursements for attendance at Board meetings, or in the course of performing other Agency-related business. Board meetings are usually held monthly, in Cameron. Regular meetings normally begin at 10:00 a.m. and conclude by noon. Committee meetings, work sessions or trainings either follow the meeting in the afternoon or are scheduled for another day and time.

Board members are expected to attend meetings, serve on committees or task forces, be informed about and advocate for the organization, its mission, policies and programs, and assist in carrying them out. They are also expected to abide by and follow the policies and regulations of the Agency and its funding sources.

NORTHWEST MISSOURI AREA AGENCY ON AGING (NWMOAAA)

BOARD MEMBER

JOB DESCRIPTION

FUNCTIONS

Serve as a member of the Board and attend all Board meetings and special events

Be informed about the organization's mission, services, policies and programs; understand the values, mission and vision of the Agency

Review agenda and supporting materials prior to Board and committee meetings

Serve on committees or task forces and offer to take on special assignments

Make a personal and/or financial contribution to the organization, according to circumstances

Inform others about the Agency

Suggest possible nominees to the Board who can make significant contributions to the work of the Board and the organization

Stay current on developments in the Agency's field

Follow conflict of interest, confidentiality policies and other governing policies established by the Board

Assist the Board in carrying out its fiduciary responsibilities, such as reviewing the Agency's financial statements and audits

PERSONAL CHARACTERISTICS TO CONSIDER

Ability to listen, analyze, think clearly and creatively and to work well with people individually and in a group

Willing to prepare for and attend Board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources according to circumstances, open doors in the community and self-evaluate.

Develop certain skills if you do not already possess them, such as cultivating and soliciting funds, recruiting Board members and other volunteers as needed, reading and understanding financial statements, and learning more about the substantive program areas of the Agency.

Possess honesty, sensitivity to and tolerance of differing views, a friendly, responsive and patient approach, community-building skills, personal integrity, a developed sense of values, concern for the Agency's mission, services and needs, and a sense of humor.

VOLUNTEER BOARDS POSITIONS/OFFICES	√ if Current

**NORTHWEST MISSOURI AREA AGENCY ON AGING BOARD OF DIRECTORS
INTENT TO RUN FOR ELECTION**

(PLEASE PRINT)

Name:
Address: (Address, city, state, zip and county)
Phone Number(s):
<div style="display: flex; justify-content: space-around;"> (home) (cell) (work) </div>
Date of Birth:
Email Address:

By signing and dating this form, I hereby confirm the accuracy of the information provided and understand it will be used in promoting my candidacy for a position on the NWMOAAA Board of Directors. I attest that I have read the related job description and expectations of this office and agree to perform the duties to the best of my ability and attend Board and committee meetings. I also agree to abide by all Board policies, including the code of ethics and the conflict of interest policy.

This form must be postmarked no later than April 9, 2018.

Signature

Date