Senior Services is now **Sound Generations**

General Information

Sound Generations Board Membership

The Board of Directors manages the affairs, property and interests of Sound Generations. Director's exercise, in good faith, all powers of the organization and, in doing so shall exercise such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. The Directors acts in the best interest of the organization and not for their own personal benefit

The Sound Generations Board consists of a minimum of 14 Directors, which is comprised of a diverse membership with respect to age, gender, and ethnicity.

Directors serve a three-year term. The terms are staggered so that, as nearly as possible, equal numbers of Directors will have terms expiring each year. Directors may be reelected to a subsequent three-year term and are usually elected by the Board of Directors at the December Board meeting. Voting for Directors is conducted by majority vote, with each Director having one vote.

The Board of Directors meets the first Wednesday of every other month to conduct the business of the organization. These meetings are held at our Main Office located at 2208 2nd Avenue, in Seattle from 5-7:30 pm. Committee meetings occur in the months between board meetings.

Roles of Board Members:

- To understand the organization's history and programs;
- To help the organization build genuine and trusting relationships with the communities of older adults and family caregivers whom we serve; with young people who can engage elders to the benefit of the community; and with the partner organizations with which we work or could work;
- To develop and support the organization's vision, mission and strategic plan;
- To participate in assuring staff accountability for implementing that vision, mission and plan, including the organization's strategies; and to express and oversee the Agency's commitment to undoing institutional racism and building Equity and Inclusion;
- To actively inform myself about the organization-operated services and programs;
- To fulfill the functions set forth in the organization's bylaws and described in this volunteer job description;
- As a part of the fiduciary responsibility, to approve all budgets; review all financial statements, audits and other financial reports; and to actively inform myself about the agency's financial health;

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- To interact with other Board members, staff and stakeholders in a respectful, empathetic and courteous manner that is sensitive to cultural and other differences;
- To actively participate in and support the organization's fund raising, including personal solicitation, major gift or other campaigns, planned giving, special events, and corporate or foundation solicitation;
- To represent the agency, when asked, to elected officials, funders and others with resources and influence, when necessary to accomplish our goals.
- To assure board accountability to hire, evaluate, and dismiss the organization's Chief Executive Officer.
- To carry out duties and responsibilities in good faith and to the best of your ability. To be free from any liability for the debts and actions of the organization as provided in Seattle, King County, and Washington State.

Board Member Responsibilities

- To attend all meetings of the Board as scheduled, which includes the annual meeting, Board retreats, and any special or emergency meetings as may be required;
- To actively participate and attend meetings of at least one standing or ad hoc committee;
- If I agree to serve on or chair committees and task forces, to attend their meetings and participate in the accomplishment of their objectives.
- As chair of a committee or task force, to: (a) hold its meetings on a regularly scheduled basis until all objectives are accomplished; (b) ensure that agendas and supporting materials are mailed to all members in advance of meetings; (c) refrain from implementing strategies or taking actions that have not been reviewed and approved by the Board of Directors or expressly delegated for action to the committee or task force within Board prescribed guidelines; (d) conduct meetings in an orderly, fair and efficient manner; and (e) make progress reports as requested by the Board of Directors.
- To come prepared to contribute to the discussion of issues and business to be addressed at scheduled meetings, having read the agenda and all supporting material relevant to the meeting;
- To observe the parliamentary procedures outlined in Robert's Rules of Order, or Sturgis's Standard Code of Parliamentary Procedure, and manifest collegial conduct in all meetings;
- To support the organization financially with according to my means is a generous annual contribution;
- To actively plan, participate in and support fund raising activities of the organization; e.g., personal solicitation, major gift campaigns, special events, and other fund-raising events;
- To assist and support cultivation activities of new or existing corporate, foundation, individual and planned endowment gift donors or prospects;
- To avoid conflicts of interest between your position as a Director and your personal and professional life as outlined in the organization's Conflict of Interest Statement. If such a conflict does arise, you will declare that conflict before the Board, will refrain from participating in the discussion and will refrain from voting on any matters in which you have such a conflict of interest; to maintain strict

confidentiality of all business conducted in executive session; to thoughtfully review all actions taken by the Board and vote for what you believe. If in a minority position on any issue, you will express my opinion prior to voting. After the vote, so long as my conscience dictates, you will support all actions taken by the Board in a positive manner;

- To represent the organization in a positive and professional manner at all times and in all places and to be an “ambassador” on behalf of all the programs and services to promote the well-being of older adults.