COA BOARD MATRIX – Responsibilities and Practices

AGENCY COMPONENTS	BOARD MEMBER	BOARD CHAIR	DIRECTOR/ Coordinator
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.	Focus/oversee board activities. Motivate and develop members, committees.	Direct and supervise daily operations including oversight of staff, volunteers (and providers or contractors), as well as facility/grounds.
	Does not direct the director.	Does not direct the director.	
BOARD MEMBER DEVELOPMENT and ORIENTATION	Participate.	Maintain short/long term planning orientation for program development.	Participate, (help) prepare orientation package, recommend new members.
	Be attentive to recruiting and/or supporting new members on behalf of the agency mission.	Enhance two way communication.	
	Recruit candidates.	Recruit candidates.	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.	Be attuned and/or relate to potential resources and program opportunities.	Research/prepare funding proposals. Seek sponsorships; collaborate with agencies/providers.
	Optional: membership in community/business orgs.	Optional: membership in community/business orgs.	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	Facilitate between Board and Director	Direct through the Chair
ADVOCACY	Represent elder interests.	Represent elder interests.	Represent elder interests.

*Director hired by appointing authority.

ELDER AFFAIRS BT MATRIX-AUG-2013, w/ special thanks to Carolyn Brennan PDF