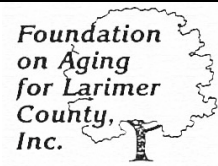


Foundation on Aging for Larimer County  
PO Box 288  
Ft. Collins, CO 80522



### Board Member Job Description

**TITLE:** Board member, Foundation on Aging for Larimer County

**FUNCTION:**

To guarantee the ability of the Foundation on Aging for Larimer County to serve its clients by establishing the organization's strategic direction, assuring adequate resources and providing oversight of all activities of the Foundation on Aging.

**RESPONSIBILITIES:**

Remain informed of the FOUNDATION ON AGING FOR LARIMER COUNTY'S mission, programs and external factors that may affect the organization

Assess the FOUNDATION ON AGING FOR LARIMER COUNTY'S direction annually in a strategic planning process that evaluates the organization's purpose, mission, programs, policies and overall effectiveness

Serve as an ambassador of the FOUNDATION ON AGING FOR LARIMER COUNTY to the public and act as a spokesperson

Assure that the FOUNDATION ON AGING FOR LARIMER COUNTY ethically and adequately handles all liability and financial risks

Monitor the financial health of the FOUNDATION ON AGING FOR LARIMER COUNTY, including level of reserves and the availability of cash to guarantee ongoing operations using established guidelines

Make sure that all aspects of the FOUNDATION ON AGING FOR LARIMER COUNTY operate within the full extent of the law

Oversee the FOUNDATION ON AGING FOR LARIMER COUNTY's annual budgeting process, year-end audited financial statements and monthly expenditures

Periodically review the FOUNDATION ON AGING FOR LARIMER COUNTY's operating policies and procedures to ensure management is following board policies

Participate actively in board meetings, fundraising strategies and committees

Make a cash contribution to the FOUNDATION ON AGING FOR LARIMER COUNTY that is personally meaningful

I agree to fulfill the responsibilities described above for the term of my board membership.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Term of board membership (date term began: \_\_\_\_\_ and date term expires: \_\_\_\_\_)