

Brookline Community Aging Network

Governance Guidelines

Adopted September 18, 2013

Purpose

Brookline Community Aging Network (BrooklineCAN) is a member-driven, volunteer organization primarily for older Brookline residents that promote services and activities to enable independent living and improved quality of life.

Its principal purpose is to ensure that older Brookline residents remain a vital part of the town's social, cultural, and civic life.

BrooklineCAN works with town departments, businesses, and other organizations to make the town a better place to live for all Brookline residents.

Members

BrooklineCAN is a membership organization open to all regardless of age or residency. Membership may be established by paying annual dues. In some cases, BrooklineCAN may lower or waive the payment of dues as a condition for membership.

Officers

The officers of the organization will consist of two Co-Chairs, a Vice Chair who will also serve as secretary, and a Treasurer. One of the Co-Chairs will be the Director of the Brookline Council on Aging or his/her designee from among the management team of the Senior Center. All other officers will be elected by the Steering Committee. Elected officers will serve two-year terms that will coincide with the organization's fiscal year. Elected officers will serve for no more than three consecutive terms.

The powers and duties of the officers of BrooklineCAN shall be as follows:

- (a) Co-Chair. A Co-Chair shall preside at meetings of the Steering Committee. The Co-Chairs shall ensure the supervision and administration of the business and affairs of the organization. The Co-Chairs shall play a major role in resource development and in representing the organization within and outside the community.

(b) Vice Chair/Secretary. In case of the absence of the Co-Chairs or of their inability from any cause to act, the Vice-Chair shall perform the duties of that office. Like the Co-Chairs, the Vice-Chair shall play a major role in resource development and in representing the organization within and outside the community. The vice chair/secretary shall record minutes and perform such other duties as from time to time may be assigned by the Co-Chairs or by the Steering Committee.

(c) Treasurer. The Treasurer shall be responsible for ensuring that all funds are recorded, spent, and monitored consistent with funder requirements, legal requirements, and sound financial management. The Treasurer shall provide quarterly reports to the board.

Steering Committee

The Steering Committee will establish policies and procedures for BrooklineCAN. The Steering Committee shall be composed of the officers of the organization; one representative each of the Council on Aging, the Board of the Senior Center, and founding partner organizations; and committee chairs who will be selected through a collaborative process between committee members and the Co-Chairs. The Steering Committee may also appoint up to five at-large members drawn from the BrooklineCAN membership. Members of the Steering Committee will serve for two years. The Co-Chairs will establish staggered renewal dates. Members of the Steering Committee must be BrooklineCAN members.

A majority of the Steering Committee then in office shall constitute a quorum for the transaction of business.

Meetings of the Steering Committee are open to any member of Brookline CAN.

Between meetings, the Co-Chairs shall conduct ongoing oversight of the affairs of the organization.

Financial Management

The Finance Committee is responsible for ensuring that adequate fiscal controls and procedures are in place and that BrooklineCAN is in good financial health. The Treasurer shall serve as chair of the Finance Committee and shall report to the Steering Committee on a regular basis. The Co-Chair designated by the Director of the Council on Aging shall serve on the finance committee, along with at least one other representative of the Steering Committee to be selected by the Steering Committee.

Other Committees and Task Forces

The Steering Committee may create and appoint members to such other committees and task forces as they shall deem appropriate. Such committees and task forces shall have the power and duties designated by the Steering Committee, and shall give advice and make non-binding recommendations to the Steering Committee.

Fiscal Year

The fiscal year will begin July 1 unless otherwise set by the Steering Committee.

Amendments to these guidelines

These guidelines may be amended by a majority vote of those present at a meeting of the Steering Committee.