



## **The Greater Harleysville North Penn Senior Services Board Member Opportunity**

**The mission of GHN PSS is to provide access to programs and services that help older adults live independently and remain active.**

We have two locations. Encore Experiences is located in Harleysville and was incorporated in 1975. And the PEAK Center located in Lansdale and was incorporated in 1976. As a combined organization it is our goal to standardize the level of services offered to older adults over a larger region.

Each organization brings unique strengths and expertise. The meal program at Encore Experiences has been recognized as a model for removing barriers to participation and offering the congregate meal in an atmosphere of dignity and respect. Our PEAK center brought with it a partnership in the collaboration to create the North Penn Commons (NPC) We continue to stay aware of current trends and events that will help us determine where to focus our services.

**Title:** Director, GHN PSS Board of Director

**Reports to:** President, Board of Director

**Term:** Three (3) years

**Purpose:** To serve the Board as a voting member; to develop policies, procedures and regulations for the operation of Encore/PEAK Center; to monitor the finances of the organization along with other Board members, its programs and performance.

### **Expected meeting attendance:**

- Regularly attend board meetings as scheduled (about 12/year sometimes off in August) Board meetings are the 2<sup>nd</sup> Thursday of each month at 7:30 a.m. and generally last approximately 1 hour.
- Are required to attend at least eight (8) Board meetings each year
- Sign up and attend standing committee meetings (number of meetings depends on need-some committees meet once or twice a year some more frequently)
- Attend and participate in special events/meetings as needed, especially large board or center sponsored fund raising events (i.e. Pillar of the Community, Toast & Taste)

- Attend Board workshops and other Board development activities (generally done once a year-sometimes but not always an off-site location)

**Obligations of the Board:**

- Establish policy and confidentiality
- Hire, supervise and evaluate the Executive Director
- Approve annual budget and monitor finances
- Help with securing adequate funds, attend outside meetings with ED.
- Maintain and update long-range plans

**Specific duties:**

- Attend meetings and show commitment to board activities
- Be well-informed on issues and agenda items in advance of meetings
- Contribute skills, knowledge and experience when appropriate & be available to Executive Director for consultation when requested.
- Listen respectfully to other points of view
- Participate in organizational decision-making
- Educate yourself about the needs of the people the agency serves
- Financially support the organization according to your ability. (Attend & participate in events, give to Annual Appeal Campaign)
- Assume Leadership roles in all board activities, including fund raising
- Represent the organization to the public and to private industry

**Currently we are looking for Human Resource skills, marketing, including digital marketing, accounting skills and just the willingness to help serve on our Board.**

**If you are interested in applying for a position on our Board, please feel free to contact:**

Paul Nye, Executive Director [pnye@ghnpss.org](mailto:pnye@ghnpss.org) or Sheri Strouse, Board President [sstrouse@harleysvillebank.com](mailto:sstrouse@harleysvillebank.com)