

SENIORS COUNCIL

TERMS OF REFERENCE

The Senior Council is a committee of the Board of Directors of the Kerrisdale Community Centre Society appointed by and reporting to the Board. It operates at all times in accordance with the mission, goals, strategies and policies of the Society.

Each committee of the Board will submit an annual budget for its proposed activities through the Finance Committee to the Board. The Senior Council will provide monthly progress reports to the Board through submission of its meeting minutes.

MANDATE

1. To be responsible for organizing and operating programs, activities and events in the Seniors Centre in cooperation with Centre staff.
2. To assist in making the Senior Centre a focal point in the community where members can enjoy physical, mental and social activities.
3. To assist in making the Senior Centre a place where members can come together in an atmosphere which encourages involvement and promotes a spirit of partnership.
4. To represent the interests of the seniors within the Society and on the Board. In this document, a "senior" is a member of the Society who is 55 years old or older.

COMPOSITION OF THE COUNCIL

As with every committee of the Board of Directors of the Society, the members of the Council must be appointed by the Board. In the case of the Senior Council, the Board has adopted the following protocol:

1. Each year, the Board will appoint nine voting members nominated by the senior members of the Society using a secret balloting process at a meeting of the senior members of the Society to be held shortly before the Society's annual general meeting in each year. The format and procedures for the secret balloting will be the same as those used by the Society for the election of Directors each year.

In order that there be continuity of membership on the Council five members shall be elected one year and four members the second year for a term of two years each. Those nominated who receive the highest number of votes shall be elected for the term to be filled. Those nominated who receive the highest number of votes shall be elected for the term to be filled. In the event of any tie vote, further ballots shall be taken as necessary.

2. The Senior Council may appoint a Nominating Sub Committee to prepare a slate of nominees for consideration by the senior members. The Nominating Sub Committee will be chaired by a Council member, with the other members being appointed by the Council from senior members. Nominations may also be made from the floor at the meeting by any senior member in good standing of the Society.

The Nominating Sub-committee shall also be responsible for advertising the meeting, starting in the month of November, and for overseeing the balloting process. Any dispute or disagreements with respect to the balloting process shall be resolved by the Board, and the Board may appoint a representative to oversee the balloting process.

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3. Senior members will only be allowed to vote upon proof of a fully paid membership.
4. Should a person not attend 3 consecutive meetings without a valid reason or be unable to serve his/her full term the position may be filled by appointment until the next election at which time the remaining year of the term will be filled by ballot.
5. The Board will appoint two members of the Board and the Senior Centre Programmer as non-voting members of the Seniors Centre Council. It is preferable that these members be senior members of the Board.
6. The Senior Council chairperson will become a member of the Board and will be eligible to become a member of other committees of the Board if approved by the Board.

PROCEEDINGS OF THE COUNCIL

All the meetings of the Council will be open to seniors whose membership in the Society is in good standing, to the members of the Board and to the Recreation Supervisor of the Kerrisdale Community Centre, or his or her representative. Voting on all issues will be restricted to the elected voting members of the Council.

SPECIFIC RESPONSIBILITIES

The Senior Council will do the following

- 1) Recommend changes to programs and suggest new programs, events and activities to maintain the Senior Centre's programming currency and appeal;
- 2) Review the regular evaluations of programs, activities and events by patrons, and monitor registration levels to gauge levels of quality and interest;
- 3) Provide feedback to staff on programs, instructors, and patron inquiries;
- 4) Liaise with the Program Committee and Youth Committee to enable coordination of programs, events and activities, and discuss opportunities for enhancing these;
- 5) Liaise with the Community Engagement Committee about new programs and activities that can be integrated into on-going Senior Centre programming;
- 6) Develop, in conjunction with Senior Centre staff, promotional and marketing ideas to increase awareness and utilization of the facility;
- 7) Work closely with the program staff to achieve efficient and effective provision of programs, activities and events sponsored by the Society; and
- 8) Ensure that the committee's decisions support financially sustainable operations.

MEMBERSHIP

The Senior Council will comprise nine elected and two appointed members and the immediate Past-chairperson. The Chairperson will be elected by the elected members of the Council. The Senior Centre Programmer will be a non-voting member of the Council and will act as its Secretary.

MEETING TIME

Monthly on the second Monday of each month at 1:00pm at the Community Centre
Unless otherwise determined by the Council.