

# THE KERRISDALE COMMUNITY CENTRE SOCIETY

## SENIORS COUNCIL TERMS OF REFERENCE

The Seniors 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.

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Each committee of the Board will submit an annual budget for its proposed activities through the Finance Committee to the Board. The Seniors' 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 Seniors Centre a focal point in the community where members can enjoy physical, mental and social activities.
3. To assist in making the Seniors Centre a place where members can come together in an atmosphere which encourages involvement and promotes a spirit of partnership and nurtures conviviality.
4. To represent the interests of the seniors within the Society and on the Board.

### DEFINITIONS

In this document, a "senior" is a member of the Society who is 55 years old or older; this does not contravene KCCS By-law #3 that states that an active senior member of the Society is 65 years and over as the Terms of Reference of the Seniors Council have a separate and specific purpose.

### 1. COMPOSITION OF THE SENIORS COUNCIL

The Seniors Council shall comprise eight (8) elected, two (2) appointed non-voting Board members, and the non-voting Seniors Centre Programmer. The Chairperson shall be elected by the members of the Council. The members of the Seniors Council must be elected by secret ballot by the senior members of the Society, and appointed by the Board of Directors. Only the elected Council members will be voting members of the Council.

## **2. ELECTING MEMBERS OF THE SENIORS' CENTRE**

Senior members of the Society will elect at least four (4) members to two (2) year terms on the Seniors Council each year. Any vacant one (1) year positions shall be filled by candidates with the next highest vote count. As with all committees of the Society, the membership of the Seniors' Council must be ratified by the Society's Board of Directors.

## **3. NOMINATIONS FOR SENIORS COUNCIL**

a) The Seniors Council will appoint three to five senior members of the Society each November to comprise the Nominations Subcommittee which will be chaired by a member of the Seniors Council. The Nominations Subcommittee shall be responsible for promoting and overseeing the Seniors Council nomination and voting processes.

b) The Nominations Subcommittee will invite senior members of the Society in good standing (i.e., at least 55 years of age with a current Society membership) to submit their names and a brief biography outlining their interests and experience. Members may nominate other senior members who must agree to stand for election and provide requested information.

c) The Nominations Subcommittee will make every effort to contact as many senior members of the Society as possible in order to recruit sufficient candidates to fill vacant spaces on Seniors Council each winter (February). Candidates should collectively represent a range of interests, experience, and perspectives.

d) Nominations shall be open for a minimum of 30 days; at the end of that period, the Nominations Subcommittee will publish the list of candidates on bulletin boards, in the Monarch, and other media deemed likely to reach a large number of senior members. If the Nominations Subcommittee chooses, it may organize an "all-candidates" meeting at which those nominated will have a given length of time to present their qualifications.

## **4. VOTING PROCESS**

a) The Nominations Committee will publicize the dates for voting at least 10 days prior to the first day of balloting. Elections must be completed by the end of the 2nd week of February each year.

b) Voting will be by secret ballot; the voting hours shall be 11:00am to 3:00pm on two different days in the same week. Senior members in good standing (i.e., at least 55 years of age with a current Society membership) will be given a ballot to complete and deposit in the ballot box.

c) In the event of a tied vote, the winner may be determined by lot or further ballots shall be taken as necessary. Any disputes or disagreements with respect to the balloting process shall be resolved by the Board of Directors, and the Board may appoint a representative to oversee the balloting process.

## **5. ATTENDANCE**

Should a Council member not attend three (3) consecutive meetings without a valid reason or be unable to serve his/her full term, the position may be filled by an interim appointment by the Board (on the recommendation of the Seniors Council) until the next election. Any discussion about replacing a council member should be held in confidence and in camera, if non council members are attending the meeting.

## **6. NON-VOTING MEMBERS**

The Board of Directors shall appoint two (2) members of the Board as non-voting members of the Seniors Centre Council. It is preferable that these members be senior members of the Board.

## **7. CHAIR**

The Seniors Council chairperson shall be appointed as a voting member of the Board of Directors and will be eligible to be a member of other committees of the Board if approved by the Board.

## **8. PROCEEDINGS OF THE COUNCIL**

All the meetings of the Council shall 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 members of the Council. All confidential matters will be held 'in camera' if non Council members are in attendance.

## **9. SPECIFIC RESPONSIBILITIES**

The Senior Council shall do the following:

- a) Recommend changes to programs and suggest new programs, events and activities to maintain the Seniors Centre's programming currency and appeal;
- b) Review the regular evaluations of programs, activities and events by patrons, and monitor registration levels to gauge levels of quality and interest;
- c) Provide feedback to staff on programs, instructors, and patron inquiries;
- d) Liaise with the Program Committee and Youth Committee to enable coordination of programs, events and activities, and discuss opportunities for enhancing these;
- e) Liaise with the Community Engagement Committee and the Youth Committee about new programs and activities that can be integrated into on-going Seniors Centre programming;
- f) Develop, in conjunction with Seniors Centre staff and the Communications Assistant, promotional and marketing ideas to increase awareness and utilization of the facility;
- g) Work closely with the staff to achieve efficient and effective provision of programs, activities and events sponsored by the Society; and
- h) Ensure that the Council's decisions support financially sustainable operations.

## **MEETING TIME**

To be held monthly, on the second Tuesday of each month at 1:00pm in the Community Centre unless otherwise determined by the Council.