



STANDING COMMITTEES — RESPONSIBILITIES

In addition to the Board of Directors, the Aurora Seniors Association is supported by a group of ongoing committees from our volunteer groups, defined in our **By-Law No. 3** (Pertaining to Committees) as Standing Committees.

All Standing Committees are responsible directly to the Board of Directors, and may make recommendations to the Board on any needs/issues identified by the respective committees that is within the scope of their responsibilities. The Board appoints a director member to each standing committee. This person's role is to serve as Board liaison and provide advice to the committee on any recommendations or proposals and to present the committee's report and recommendations at regular monthly Board meetings.

The **STANDING COMMITTEES of the ASSOCIATION** and their responsibilities are:

BY-LAW REVIEW COMMITTEE

The mandate of this committee is to review, develop and draft all By-Laws, Regulations, Policies and Procedures of the Aurora Seniors Association.

The committee shall prepare a report with the rationale for any and all proposed amendments and/or additional By-Laws, Regulations, Policies and Procedures of the Association, to the Board for their consideration and approval.

COMMUNITY DEVELOPMENT COMMITTEE

This committee (formerly known as the Sponsorship Committee) is responsible for ensuring that any sponsorship initiative undertaken is a mutually beneficial exchange between the Aurora Seniors Association and an individual or business organization and must ensure that policy guidelines are followed and approved by the Board of Directors.

EXECUTIVE COMMITTEE

This committee meets only when required to address an urgent matter that cannot be delayed or deferred to a full Board meeting.

FINANCE COMMITTEE

This committee has the responsibility for overseeing and recommending appropriate management of the Association's funds.

MEMBERSHIP AND VOLUNTEERS COMMITTEE

This committee is responsible for welcoming new members at regularly scheduled events, for recruiting volunteers to help with membership renewals each year, recruiting volunteers to help with the Annual General Meeting, checking volunteer hours each year to determine who is eligible for the special volunteers' event, providing membership reports to the Board, checking the Let Us Know comments each month and passing them on to the Board for response.

OPERATIONS AND ACTIVITIES COMMITTEE

This committee is responsible for all Aurora Seniors Association activity groups, ensuring that they have the appropriate equipment, supplies and facilities, as well as assessing the viability of any new activities that members may propose.

SENIORS AFFAIRS & GRANTS COMMITTEE

The committee's mandate is to explore senior's related issues with elected government officials representing our area. This committee will also meet with other local community groups to ensure current and future needs of our members are considered in implementing programs, policy and legislation affecting older adults. The committee also reviews and selects from various Federal, Provincial and other agencies, appropriate grants that will support the Association's operation, objectives, activities and programs.

SOCIAL COMMITTEE

This committee is responsible for the provision of wine and beer for all Aurora Seniors Association Special Events and regularly scheduled events where food is served, unless otherwise requested by the Event organizing committee.

SPECIAL EVENTS COMMITTEE

This committee is responsible for the development of the semi-annual calendar of Special Events.

AD-HOC COMMITTEES

In addition to the above committees, the Board may appoint ad-hoc committees for specific tasks — e.g. Annual Director Elections Committee and Conduct Review Committee. Ad-Hoc Committees established during the 2018-19 Board Term are:: Transportation and ASA Current and Future Space Needs.

NOTE — The President of the Aurora Seniors Association is an ex-officio member of all committees. The Adult Programs Co-coordinator and Assistant Adult Programs provide staff support for all committees.