



RESPONSIBILITIES OF COMMITTEES

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).

All 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.

STANDING COMMITTEES

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.

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 Procedures and Directives of the Aurora Seniors Association.

The committee shall a report its recommendations for all amendments and/or additional By-Laws, Regulations, Policies, Procedures and Directives of the Association, to the Board for their approval.

COMMUNITY DEVELOPMENT COMMITTEE

This committee is responsible for organizing seminars and interacting with local groups and business to help improve seniors' lives through knowledge and socializing with others in the community. Information related to health, wealth, information from Services Canada, safety and housing is arranged and delivered in various methods at the Centre. Ensure that our 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 special the volunteer event,-providing membership reports to the Board checking the-Let Us Know comments-each month and presenting them-to the Board for a 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 committees mandate is to explore senior's related issues with elected government officials representing our area; liaise 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; review and select from various Federal, Provincial and other agencies, appropriate grants that will support the Association's operation, objectives, activities and programs; review/evaluate inquiries and requests from other non-profit organizations. (July 2019)

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

The Special Events Committee of the Aurora Seniors Centre is a committee of volunteers who conceive, develop and organize events for the members of the Aurora Seniors Centre. These events happen at various times throughout the year and are not part of the weekly activities that take place at the Aurora Seniors Centre.

Other groups, such as the Evergreen Choir and the Silver Stars Theatre Group, that plan and carry out their own activities, are independent groups that can still request the Special Events Committee to provide refreshments and assistance, if necessary, at their performances or events.

(Nov.18,2019)

AD-HOC COMMITTEES

Established Ad-hoc Committees

➤ **Nomination & Elections**

This Committee is responsible for conducting the Annual election of Directors to the Board.

➤ **Conduct Review**

This committee is responsible for investigating and the resolution of written complaints that contravene the Associations Code of Conduct

In addition to the above committees, the Board may appoint additional Ad-hoc committees for specific tasks.

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