



## **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 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 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.

#### **FINANCE COMMITTEE**

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

#### **FUNDRAISING COMMITTEE**

The mandate of this Committee is to raise funding in support of expenditure for activities, events and programs provided by the association for the enjoyment of its membership.

## **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, 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 & AWARDS (SAGA)COMMITTEE**

The committee's mandate is to explore senior's related issues with various elected government officials and other local community groups that affects older adults. Recommend to the Board, members deserving of recognition by the Association for their outstanding contribution to the enjoyment of the membership. Review grant opportunities from various levels of government and other agencies, that will support the Associations operations, activities and programs. Review and evaluate requests for donations to other non-profit organizations

## **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.

## **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.