



Directors Manual

Section: 02: By-Laws	Updated: 2026 01 19
Section: 02.3: Responsibilities of Committees	Approved: 2026 01 19 BOD

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 are within the scope of their responsibility/mandate.

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/mandates are:

BYLAW COMMITTEE

Purpose:

The Bylaw Committee's function is to ensure that the ASA's governing bylaws and policies are in compliance with governance regulations under the Ontario Not-for-Profit Corporations Act, that ASA Board members and volunteers are educated on the ASA bylaws, and that ASA bylaws are adhered to.

Responsibilities and Accountability:

The Bylaw Committee is responsible for remaining current with the Ontario Not-for-Profit Corporations Act (ONCA), advising the Board of Directors should revisions occur that will impact ASA governance, and for drafting regulation-compliant Bylaws and amendments.

The committee acts in an advisory capacity to the Board of Directors, operating under the direction of the Board and providing recommendations for board approval.

The committee is responsible for providing education regarding ONCA and ASA bylaws to new board members following their induction into the board, and to other ASA personnel as the need arises.



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Where new policies or policy amendments are under consideration by the Board of Directors, the Bylaw Committee is responsible for reviewing the policy draft and advising the board of any potential conflict with existing Bylaws or the ONCA.

Should a contravention of an ASA bylaw or potential for same be identified, the bylaw committee informs the Board of Directors to ensure that corrective action may be taken.

The ASA's governing Bylaws and Policies and amendments to same are subject to final approval by the ASA membership at the Annual General Meeting, or at a Special General Meeting.

FINANCE COMMITTEE

Purpose:

The Finance Committee provides responsible management of the ASA's financial resources as well as compliance with regulatory requirements applicable to the organization as an Ontario Not-for-Profit Corporation and a Canadian Charitable Organization.

Responsibilities and Accountability:

The Finance Committee establishes and operates the day-to-day accounting and financial administration processes for the ASA, as well as managing ASA investments, and selecting the ASA's insurance provider, subject to the approval of the Board of Directors.

The Finance Committee prepares and reviews monthly and annual financial statements and reports to the Board of Directors thereon. The committee ensures that the appropriate internal controls are in place and makes recommendations to the Board of Directors where financial policy or significant process changes are needed.

This committee is a resource for other committees, providing reports and information on request to assist in the financial management of standing committee activities.

The committee makes a recommendation to the Board of Directors on the selection of the Professional Accountancy firm to conduct the annual financial review engagement.

The Finance Committee is chaired by the ASA Treasurer.

FUNDRAISING COMMITTEE



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Purpose:

The Fundraising Committee was established to raise funds from the wider community for the benefit of the ASA membership, to assist in building ASA financial reserves for anticipated future needs as the organization grows.

Responsibilities and Accountability:

The Fundraising Committee is responsible for initiating, planning, and conducting Fundraising Sales and Events, including the Giant Indoor Garage Sale, the Holiday Marketplace and other Fundraising Events.

The committee creates an expense budget for each sale or event and presents it to the Board of Directors for approval. It conducts advertising and establishes pricing for ticketed events. In consultation with Town Staff, the committee recruits event sponsors.

Committee members enlist volunteers to organize and staff individual sales and events. They coordinate the timing of events with both Town Staff and the Special Events Committee to ensure there are no conflicts, and request the provision of Bar Service where desired.

The committee makes recommendations to the Board of Directors for approval of Fundraising sales and events, and it reports to the board on the financial results, and overall success for each fundraising activity.

OPERATIONS AND ACTIVITIES COMMITTEE

Purpose:

The Operations and Activities Committee's purpose is to ensure the smooth operation of the ASA's core activities and operations.

Responsibilities and Accountability:

The Operations and Activities Committee is responsible for all of the ASA's regularly programmed activities and the operations that support them. The committee is a resource for leaders of the day-to-day activities run by the ASA, and is the conduit through which new program ideas, expenses and significant changes flow to the Board of Directors for consideration and approval.



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This committee is responsible for providing continuity and knowledge preservation as volunteers transition through activity leader and coordinator roles.

MEMBERSHIP AND VOLUNTEERS COMMITTEE

Purpose:

The Membership and Volunteers Committee ensures the effective management of membership applications, renewals and member records. The committee also provides for volunteer application processing, the maintenance of volunteer records and volunteer recognition. In addition, this committee supervises the operation of the front desk reception team.

Responsibilities and Accountability:

The Membership and Volunteers Committee is responsible for all processes related to the intake of new members, membership renewals, payment of membership fees, and the maintenance of member records. The committee uses volunteers to assist with these processes and regularly provides reports to the Board of Directors relating to Membership statistics. This committee conducts "Let's Get Acquainted" information sessions for new and continuing members throughout the year.

ASA member's "Let us Know" input forms come to this committee for review. The committee provides the Board of Directors with details of the input, recommends action as appropriate and communicates the Board response to the originator.

The Membership and Volunteers Committee is also responsible for the ASA's volunteer management processes, volunteer records and volunteer recognition.

This committee supervises the Reception Team, overseeing recruitment, training, scheduling and the provision of effective systems and information in support of the team.

SENIOR AFFAIRS, GRANTS AND DONATIONS COMMITTEE

Purpose:

The Seniors Affairs, Grants and Donations Committee works to ensure that the needs of the ASA and its members are considered in the implementation of government programs, policy and



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legislation affecting older adults. It keeps the ASA board informed of funding opportunities such as grants and maintains the association's connections with other relevant community groups.

Responsibilities and accountability:

The Seniors Affairs, Grants and Donations Committee is responsible for liaising with our local elected representatives at all levels of government, keeping them informed on issues of concern to older adults, and acting as a resource for representatives with questions on such issues. The committee also maintains contact with other local community organizations, communicating and cooperating with them on shared issues, needs and opportunities. The committee participates in local community events to enhance the profile of the Aurora Seniors Association.

The committee reviews, considers and makes recommendations to the Board of Directors with respect to grant opportunities as they occur. Where applicable, the committee makes application for grants under board direction.

Annually, the committee considers and makes recommendations to the Board of Directors with respect to which qualified donee organizations should receive an ASA donation, in accordance with the ASA donation policy and board-approved budget.

SPECIAL EVENTS COMMITTEE

Purpose:

The Special Events Committee provides ASA members with the opportunity to enjoy low cost social and entertainment events beyond the standard ASA activity programming, as well as a bar service for ASA events, where appropriate.

Responsibilities and Accountability:

The Special Events Committee is responsible for initiating, planning, and conducting Special Events for ASA members, including budgeting for costs, and pricing the event. As these events are primarily for ASA Members, pricing is established so as to recover the costs.

The committee recruits' volunteers to coordinate and staff individual events. They make recommendations to the Board of Directors for approval of Special Events, including pre-approval of expenses and they report back to the board on the financial results, and overall success for each event.



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The Special Events Committee is also responsible for the management and operation of the Bar Service. This includes ensuring that the ASA Bar operations are in compliance with applicable legislation and regulations. ASA Events make requests to this Committee when they wish to provide a Bar Service at any event.

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.