



## Terms of Reference

January 5, 2009

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### **Mission**

The Seniors Network promotes and supports working in collaboration with community members, in order to improve the health and well-being of seniors in Maple Ridge, Pitt Meadows and Katzie.

### **Purpose:**

The primary goal of the Seniors Network is to strengthen the availability and quality of services/programs and resources for seniors, and to develop a seamless approach to senior service delivery in a spirit of cooperation and understanding. This will be achieved through identifying gaps, and avoiding service and program duplication, and, ultimately, planning for the development and implementation of new services that will enhance the quality of life for seniors and increase the individual and community capacity.

### **Network Structure & Membership**

The Seniors Network is led by a group of individuals representing charitable organizations, service providers (including both non-profit and for profit), and the community at large, with a shared interest and common goal of providing support and services to seniors. The Network will continue to encourage involvement and participation by seniors and other relevant individuals and organizations.

### **Membership**

- Chairperson is rotated from amongst members of the sub-committees.
- Seniors Network Membership is inclusive.
- **Members are expected to be active participants in meetings and other Network endeavors. However, in extenuating circumstances, this requirement can be waived for a reasonable period and these members can still receive copies of agendas and minutes.** (January 5, 2009)
- Members to represent Seniors Network at other groups and/or meetings as well as on sub-committees of the Seniors Network, and will be appointed as required.
- Participation at Network meetings is strongly encouraged.

### **Membership Process**

- Registration form to be submitted by new members containing contact information, acknowledging Seniors Network purpose statement and approving Seniors Network to utilize membership list when supporting community initiatives that reflect the Seniors Network purpose and goals.

- All members to reaffirm membership annually and complete annual evaluation.
- No membership fee.

### Committee Meetings

- The Seniors Network will meet a minimum of four times a year, or at the call of the Chair, and as decided by the full committee.
- **A chairperson will be rotated on a regular basis from amongst the members of the sub-committees.** If the selected Chairperson is unable to attend, he/she shall make arrangements with another committee member to chair the meeting in his/her place.

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- The Project Coordinator shall take minutes of all meetings, and shall be responsible for taking and **distributing the minutes to members within three weeks of the meeting.**
- Any inaccuracies found in minutes shall be brought forward at the next meeting when reviewing minutes, and changes will be recorded in the next meeting minutes.
- Minute taking template attached for reference.
- Roberts Rules of Order will apply to all Seniors Network Meetings.

### Agenda Development:

- The Coordinator shall develop the agenda for all meetings, and distribute the agenda to all members one week prior to the next regularly scheduled meeting.
- **Standing agenda items:**
  - Networking (30 minutes prior to the start of the meeting)**
  - Call to order**
  - Role Call and Introductions**
  - Review of Minutes and Action items from last meeting**
  - Coordinator's Report**
  - Reports from Subcommittees**
  - New Business**
  - General Discussion**
  - Guest Speaker**
  - Next Meeting (date, time, location)**
- Committee members are responsible to forward agenda items to the Coordinator at least two weeks in advance of all meetings.

- It is the prerogative of the Education and Awareness sub-committee to arrange for a guest speaker, if appropriate and inform the Coordinator.

#### **Decision-making:**

- Decision-making shall be made by all Seniors Network members in attendance in a democratic process of the majority rules. **Each organization shall have a maximum of one vote.**
- The Funding and Leadership sub-committee shall prepare a budget for the Seniors Network, based on funding approved by a funding body. All requests for funding/finances shall be made through the Funding and Leadership sub-committee, which will approve expenditures based on the approved budget. Following approval, the Funding and Leadership sub-committee shall make decisions within the approved budget, and maintain appropriate records.

#### **Subcommittees**

- Subcommittees shall be established by the Seniors Network.
- Subcommittees shall provide updates to the Network at their regularly scheduled meetings, **including a written summary. A template will be provided.**
- Established Subcommittees and Working Groups:
  - Funding and Leadership
  - Education and Awareness
  - Community Resources

#### **Terms of Reference:**

- The Terms of Reference shall be reviewed on an annual basis by the Funding and Leadership sub-committee. All recommendations for revisions shall be presented to the full Seniors Network for approval.

#### **Resources**

- Chairperson
- Recorder
- Central Location for storing minutes and receiving correspondence
- Seniors Task Force (seeking funding for this position)
- Annual Budget
- Members of the Seniors Networking Committee and anyone interested in supporting the work of community wide projects which will meet the needs of seniors.
- **Seniors Network Coordinator**
- **Regional Seniors Planning Table Coordinators**
- **United Way of the Lower Mainland**