

# **SENIORS ADVISORY COMMITTEE**

## **MISSION STATEMENT**

The Seniors Advisory Committee shall be a credible communication vehicle regarding the quality of life for all seniors in the City of Hamilton. It will provide a forum for consumers and deliverers of seniors' services and facilities to identify issues, explore possible remedies, and work to implement them.

## **VALUES**

The Committee believes that all seniors should have multiple opportunities for healthy ageing, and a full range of supports to assist them.

## **MANDATE**

The Committee is empowered by City Council and is responsible to City Council for its activities; it reports to City Council, on issues and concerns pertaining to Seniors in Hamilton, through the Emergency & Community Services Committee.

## **TERMS OF REFERENCE**

### **OPERATING GUIDELINES**

1. To liaise with City Council representatives associated with the committee and where appropriate advise City Council members.
2. To liaise and, where appropriate, advise municipal staff in all departments who are responsible for the delivery of services and programs to seniors.
3. To respond and advocate concerns affecting policies, services and facilities for seniors delivered by and funded by all levels of government.

## **ROLES & RESPONSIBILITIES**

### **Role & Responsibility of the Chair**

As the Chair of a meeting, you have several important roles: knowing the group, helping members get started, planning ahead, preparing for meetings and presiding at meetings.

#### **Helpful Tips:**

*Know Your Group* - Find out who your members are and what they can do. Make sure all members understand their roles and responsibilities.

*Help Members Get Started* - Involve your group members. Be sure your members understand their purpose, their responsibilities, their timelines and their budgetary constraints.

*Prepare for Meetings* - Plan your agenda. Check on all pre-meeting arrangements.

*Preside at Meetings* - Review your guidelines or rules of order (found in the Orientation Manual). Follow your agenda, involve the members and manage the discussion.

### **Role & Responsibility of the Secretary (Often done by City Staff)**

- Provides relevant information, ideas and opinions as a participant in the meeting.
- Keeps an accurate set of minutes of each meeting.
- Keeps an up-to-date membership/contact list.
- Distributes minutes to members and notifies them of upcoming meetings.
- Keeps a list of all sub-committees and members.
- Helps the Chair with preparing the agenda, advice on meeting procedure, reference materials and information retrieved from the records.
- Makes meeting and physical set-up arrangements (Note: room bookings with City Facilities will be co-ordinated through the volunteer Committee's Technical Staff Liaison).

### **Role & Responsibility of the Technical Advisor/Staff Liaison**

- Liaises with volunteer committee for technical advice from the host department.
- Liaises with all City staff for advice and information required by the volunteer committee, including procedural advice from Clerk's Office.
- Arranges for printing of agendas, minutes, reference material and distribution required by the volunteer committee.
- Arranges for booking meeting facility.
- Arranges for parking passes, if required.