

Seniors, Elders, & Advocates Committee Terms of Reference



Authority

Building on strong community leadership from Elders and seniors in the Britannia 55+ centre, the Seniors, Elders, & Advocates Committee began meeting in February of 2017. These terms of reference were developed with input from initial meetings, and will be submitted for approval by the Britannia Board of Management.

Board Liaisons

As of October 30th, 2019 the SEA Committee board liaison is Vera Jones.

Role and Purpose:

The Seniors, Elders, & Advocates Committee:

- a) Makes recommendations to the Britannia Board of Management in matters concerned with seniors and Elders in the community;
- b) Develops and recommends strategies and projects for the inclusion, leadership, and participation of seniors and Elders at Britannia;
- c) Reviews specific projects in the context of the needs, interests, and aspirations seniors and Elders have for the community;
- d) Advises Britannia board, committees, and staff on issues of cultural sensitivity, and traditional practices and protocols in keeping with the role of Elders as Knowledge Keepers and community arbiters;
- e) Assists other Britannia committees to support the inclusion, representation, and participation of seniors and Elders in their respective areas

Membership Criteria, Appointment, and Renewal:

- a) The Seniors, Elders, & Advocates Committee will consist of a minimum of six members, and at least one board liaison who will be a member of the Britannia Board of Management.
- b) Membership on the Seniors, Elders, & Advocates Committee is open to the general public, provided that each potential member observes at least one committee meeting prior to seeking membership.
- c) Members of the Seniors, Elders, & Advocates committee need not self-identify as seniors or meet any age minimum, provided they share the goals of building a healthy community that reflects, accepts, and includes seniors and Elders.
- d) Potential new members must be members of the Britannia Society, or seek special permission from the Britannia Board.
- e) Membership may be conferred by the Seniors, Elders, and Advocates Committee after formal request of the potential new member at a meeting subsequent to the observation meeting. If a membership request is approved by the Seniors, Elders, & Advocates Committee the new member's name will be added to the Committee membership list and forwarded to the Britannia Board.
- f) Membership confers participation in discussion, decision-making privileges, and voting privileges.

- g) Staff people employed by the Britannia Community Services Society will not be granted voting privileges on the SEA committee, although they may participate as non-voting members.
- h) For existing members, membership is renewed annually when each member:
 1. States an interest to renew membership at the first regular meeting of the Seniors, Elders, & Advocates Committee in the new calendar year, and
 2. Acquires or maintains membership in the Britannia Society, or renews special permission from the Britannia board.

Meeting Schedule and Quorum:

- a) The Seniors, Elders, & Advocates Committee meets regularly on a monthly basis, on the third Wednesday of the month.
- b) Special meetings can be called at the discretion of the committee
- c) A quorum of the Seniors, Elders, & Advocates Committee is six members.
- d) Meetings will be presided over by a chair nominated from the committee. This chair may rotate at the discretion of the committee.
- e) A “community liaison” may be nominated by the committee to take on the role of engagement with the broader community, including outreach and communications. This member will be appointed through a formal motion by the committee. Their role will include reporting back to the committee on events in the community, connecting interested groups and community members to the SEA secretary and chair, and sharing information about SEA projects and initiatives.
- f) Decisions are generally made by consensus, and every effort will be made to attain consensus.
- g) If consensus is not attainable, formal motions will go to majority vote and be recorded as “passed by majority vote”. Individual committee members may request to be listed as abstaining or in opposition to any recorded decision.
- h) The committee Chair may permit non-member observers to participate in SEA discussions; however, only members per the above will have decision-making, and voting privileges.

Record of Meetings and Reporting Structure:

- a) Minutes will be taken for all meetings.
- b) A minute-taker will be appointed from Britannia Community Services Centre staff
- c) All minutes will be available to the public on request after their adoption by the committee at the subsequent meeting.
- d) The Seniors, Elders, & Advocates Committee reports out to the Board of Management through its minutes, as well as through regular reports.
- e) The Seniors, Elders, & Advocates Committee can appoint sub-committees and working groups as necessary.

Conflict of Interest

- a) As volunteer committee members of a nonprofit society, members of the Seniors, Elders, & Advocates Committee are subject to the policies and procedures of the Britannia Community Services Society and the BC Societies Act.
- b) Relevant policies include;
 - a. Conflict of Interest Policy
 - b. Board Media Relations Policy