

REDMOND SENIOR CENTER

Advisory Committee Guidelines

1. PURPOSE

- A. To act in an advisory capacity to staff in assessing participants' needs/requests.
- B. To develop a consensus which promote Senior Center goals and objectives.
- C. To promote the Senior Center as a focal point of programs and service delivery for seniors (50 and older).
- D. To enhance the quality of life of seniors through an activity program based on fun and fitness.
- E. To identify senior and community needs, contributions and resources.
- F. To encourage and support cooperation among area senior centers, the business community, organizations and agencies.
- G. To encourage a volunteer program that promotes seniors service to the community.
- H. To provide education and effective advocacy for growth occurring in the Parks & Recreation programs.
- I. To contribute to the vision for the future of the program that will maintain a focus of high standards.
- J. To recognize individual and group efforts that promote the vision and goodwill of the Center.

2. MEMBERSHIP

- A. The Advisory Committee will elect two (2) Co-chairs. To insure continuity, each co-chair will serve overlapping terms. When the current co-chair completes her/his term, a co-chair is elected in November to join the other co-chair who is serving out her/his term.
- B. The newly elected co-chair position is to become effective the following January. Membership in the Advisory Committee shall be comprised of representatives of various program activities, Redmond Senior Center representation and specific activity groups.
- C. Members are to be knowledgeable about Senior Center programs, about community needs and to participate in center programs.
- D. Membership shall be eleven (11) citizens, age 50 and over. The majority must be City of Redmond residents.
- E. No more than one family member may serve during a term.
- F. Tenure is a two-year term, with a maximum of two terms being served consecutively. Members shall remain off the board for one year before a possible return to the committee, by application and validation. All terms begin in January.
- G. The Redmond Senior Center Program Administrator, along with the 2 Co- Chairs, shall appoint persons to complete an unexpired term. Persons filling unexpired terms may

seek reappointment to two additional terms beyond the expiration of the current year of an unexpired term. EXCEPTION: If the person is filling a vacancy within the first half of a two-year term, the person will only be eligible for reappointment to one additional term.

3. MEETINGS

- A. Regular monthly meetings will be held on the third Thursday of the month, from 9:00 a.m. – 10:00 a.m., with additional meetings called at the discretion of the Redmond Senior Program Administrator and may include planning retreats, study sessions, or special committees.
- B. Established attendance policy: a member may not miss more than two (2) meetings per year due to unexcused absences. Anyone missing two (2) meetings in a year for unexcused reasons, will be requested by the Co-chair to submit a written statement to the Committee regarding their intent to continue as an active member. Should unexcused absences continue, a resignation may be requested by a majority vote of members present. It is recognized that there are times when an absence is necessary. Reasons for an excused absence would include: medical, family related or extenuating circumstances. The privilege of membership includes active participation. Members are required to notify the Redmond Senior Center Program Administrator prior to the meeting and state the reason they are unable to attend. Non-notification will be considered an unexcused absence.
- C. Regular monthly meetings shall be open to the general public, Senior Center participants and Senior Center staff; however, they will have no vote and may participate only when recognized by the presiding Co-chair.
- D. Dialogue by the Senior Center participants is limited to those items being discussed before the Advisory Committee. Senior Center participants may request items to be considered for the agenda by contacting the Co-chairperson at least 14 days in advance of the monthly meeting, in writing and signed.
- E. Minutes will be kept by a secretary and submitted to the staff and Co-chairs within one week following each meeting.
- F. A quorum shall consist of 50% of current membership. A simple majority of advisory board members present, voting in the affirmative, shall be necessary to carry a proposition. All items for which a vote is taken, shall be decided by a show of hands and the results will be recorded in the minutes.
- G. Agenda items not covered will be carried over to the next monthly meeting.

4. ASSIGNMENTS AND RESPONSIBILITIES

A. Co-Chairpersons

1. In the absence of the Co-Chairpersons, the Redmond Senior Center Program Administrator or coordinator shall act as the Chairperson.
2. Chair will call and conduct committee meetings, according to Robert's Rules of Order/Revised as applicable.
3. Chair will develop meeting agenda with assistance from committee members and staff. Agenda items are to be received two (2) weeks prior to the meeting for inclusion in the member packets should be read prior to the meeting date. Agenda will be sent via email or U.S. mail.
4. Chair may adjust meeting time for good and sufficient reason and make every effort to advise each committee member.
5. The primary Co-Chair will vote only in case of a tie. (See Membership A)
6. Chair may create new sub-committees as needed.
7. Chair will serve as an ex-officio member of all sub-committees.
8. Chair shall be authorized to refer all matters to the appropriate committees.
9. Chair will be a resource person for chairpersons of sub-committees.
10. Chair represents the committee in general and are the spokespersons to be public.

B. Secretary

1. Shall be appointed by the Advisory Committee or the Redmond Senior Program Administrator at the January meeting with a term of one (1) year
2. If the Secretary position is appointed, she/he will not be eligible to vote on any motions
3. Secretary will keep and maintain the minutes of Advisory Board Committee meetings
4. Secretary will submit minutes to the Co-chairperson within one (1) week of the monthly meetings so that copies may be sent to members by staff along with the agenda for the next monthly meeting

C. Sub-Committees

1. All standing committees are responsible to the Advisory Committee and have only the powers and duties delegated to them.
2. Each member will be required to serve on one (1) of the Advisory Committee Sub-Committees as appointed by the Co-chairperson.
3. Sub-committees include: Programs & Special Events, Volunteers, Health & Wellness, History, Hospitality, Intergenerational Programming and/or special committees as needed.
4. Sub-committees must meet at least quarterly.

D. Advisory Committee

1. Each member shall be a one-person committee to welcome each person who enters the Redmond Senior Center and/or participates in Senior Center activities.
2. Members shall maintain confidentiality regarding sensitive personal and committee business to insure the rights of seniors and integrity of the Senior Center programs.
3. Members' behavior and actions shall not promote situations which could be perceived as a conflict of interest, or such member may be asked to resign.
4. The line of communications to the Redmond Parks and Recreation Department and program staff shall be only through the Redmond Senior Center Program Administrator.
5. Members shall work on Advisory Committee sponsored fundraising projects.
6. Special meetings and/or study sessions may be held at the request of the Co-chairperson or by request of three (3) members of the Advisory Committee.

5. MEMBER SELECTION PROCESS

- A. Advisory Committee members shall be selected for two-year terms, with a maximum of two (2) consecutive terms (not to exceed 4 consecutive years).
- B. A selection sub-committee of a minimum of 2 Advisory Board members and 1 Redmond Senior Center staff member will consider applications to the Advisory Committee. It shall consist of three (3) Advisory Board members, appointed by the Advisory Committee and the 2 Co-chairs.
- C. Redmond residents and non-residents are eligible to apply by submitting a written application to the Redmond Senior Center Program Administrator before October 1st. Assistance is available in completing applications. An Application packet consisting of a job description and an application form, shall be made available September 1. All applications received before October 1 will be reviewed at a selection sub-committee meeting, prior to the regular October meeting, and considered for interview.
- D. The selection committee shall interview qualified candidates prior to the regular November meeting
- E. Validation of new members will take place at the November meeting. The new members shall be elected by ballot.
- F. Newly elected members shall be introduced at the December meeting with outgoing advisory board members and will assume official membership in January.

REVISED: May 2018