Seniors Wellness Committee Mandate:

Preface:
The Seniors Wellness Committee is one of five committees responsible to the L&A Seniors Outreach Board of Directors. The Chair of the Committee is a Board member.

Role:

The Wellness Committee is responsible for the SOS Strategic Goal to **provide health promotion and wellness programs to assist seniors to remain active mentally, emotionally and physically and reduce isolation for seniors**

Responsibilities:

To provide Board oversight of the strategic direction and policy development, as well as providing assistance to the management of the Wellness Program provided across south Lennox & Addington County.

To support programs for seniors promoting:

- Fitness: including Exercise Classes, Weights, Tai Chi, Line Dancing, and Yoga, as examples
- Learning: including Computers, Art, and Quilting, as examples
- Social Interaction: including Bridge, Euchre, and WII Sports, as examples

To ensure adequate finances are in place from grants, membership fees, program fees, partnerships (such as the provincial Elderly Persons Center program) to maintain long term viability of the 55 Plus Activity Center. Assist in preparation and review of Activity Center budgets and ensure prudent care of approved budgets. The 55 Plus Activity Center must show an annual positive cash flow.

To ensure that members have a good experience in joining the 55 Plus Activity Center through relevant programs, appropriate facilities and equipment, and enthusiastic and competent staff and volunteers

To ensure excellent communications to members and potential members of activities and events of interest through a variety of effective marketing methods.

To ensure feedback from members is solicited and helpful feedback is used to improve our programs.

To ensure that volunteers are recognized for the contribution they make to the success of the Center and foster continued volunteerism as a valued and fulfilling activity.

To represent the 55 Plus Activity Center membership to the Board on policy issues.

And to provide the Board with a summary of Yearly Objectives and Action Plans and ensure the Board is aware of results in a timely fashion.

Chair:
The Chair is nominated for a one year term by the Board of Directors prior to the Spring Annual General Meeting. The nominee should have as a pre-requisite; at least one year prior experience on the Seniors Wellness Committee. There should be no limit on the total years served.

Membership and Voting:
Membership of this Board Committee will include the Executive Director, 55 Plus Activity Coordinator, and two to three Board members. SOS volunteers should be considered for members. The SOS Financial Coordinator

is a key consultant. Specific membership should be resolved shortly after the AGM.

Business arising at any Seniors Wellness Committee meeting shall be decided by a majority vote (50% + 1) including the vote of the Committee Chair. In the event of a tie, the motion is lost. No decision of the Committee shall be binding on the Board until approved or ratified by the Board.

Frequency of Meetings and Manner of Call:
Committee meetings shall be held at the call of the Chair with distributed agenda consistent with the defined Seniors Wellness Committee "Work Plan" commitments. See attached Work Plan schedule.

Quorum:
A quorum for the Seniors Wellness Committee meeting shall consist of 50% +1 of the members.

Reporting:
To the Board at least quarterly with a report on relevant issues and progress on objectives. Reporting should be made verbally at a Board meeting with an electronic copy to the Executive Director. Revised annual objectives should be prepared for the June Board meeting

Date of Last Review and Approval:
Unapproved, currently in draft, 10-10-06

Seniors Support Committee Mandate:

Preface:
The Seniors Support Committee is one of five committees responsible to the L&A Seniors Outreach Services Board of Directors. The Chair of the Committee is a Board member.

Role:

The Seniors Support Committee is responsible for the SOS Strategic Goal to **support seniors to remain or return to their own place of residence. Programs meet the expressed needs of seniors including the frail elderly, their families and caregivers.**

Responsibilities:

To provide Board oversight of the Strategic Direction and assist in the management of Support Services for Seniors, which include programs such as: Adult Day Service, Caregiver Respite, In Home Care and Exercise, Medical Transportation & Wheel Chair Bus Service, Meals on Wheels, Diners Club, Foot Care, Grocery Shopping Assistance, and Library Service.

To ensure programs meet the quality and service expectations of clients and their caregivers, justifying the client fees for the programs.

To ensure the programs meet the quality and client service levels expected as part of the Accountability Agreement negotiated with the South East Local Health Integration Network, resulting in full funding support by the LHIN.

To recognize the need for and assist in fund raising projects necessary to ensure expenditures are covered.

To ensure excellent information for clients and potential clients and their caregivers of opportunities, activities and events of interest through a variety of effective marketing methods.

To ensure feedback from clients and their caregivers is solicited and helpful feedback is used to improve our programs.

To ensure that volunteers are recognized for the contribution they make to the success of the Center and foster continued volunteerism as a valued and fulfilling activity.

To review program effectiveness and assist development of strategies to assist program growth and improvement in quality of service and delivery.

To ensure that excellent health care staff support is maintained and recognized.

And to provide the Board with a summary of Yearly Objectives and Action Plans and ensure the Board is aware of results in a timely fashion.

Chair:
The Chair is nominated for a one year term by the Board of Directors prior to the Spring Annual General Meeting. The nominee should have as a pre-requisite; at least one year prior experience on the Board and have Health Care experience. There should be no limit on the total years served.

Membership and Voting:
Membership of this Board Committee will include the Executive Director, relevant Staff, Financial Coordinator as required, plus two Board members. SOS volunteers should be considered for members. Specific membership should be resolved shortly after the AGM.

Business arising at any Seniors Support Committee meeting shall be decided by a majority vote (50% + 1) including the vote of the Committee Chair. In the event of a tie, the motion is lost. No decision of the committee shall be binding on the Board until approved or ratified by the Board.

Frequency of Meetings and Manner of Call:
Committee meetings shall be held at the call of the Chair with distributed agenda consistent with the defined Seniors Support Committee "Work Plan" commitments. See attached Work Plan schedule

Quorum:
A quorum for the Seniors Support Committee meeting shall consist of 50% +1 of the members.

Reporting:
To the Board at least quarterly with a report on relevant issues and progress on objectives. Reporting should be made verbally at a Board meeting with an electronic copy to the Executive Director. Revised annual objectives should be prepared for the June Board meeting

Date of Last Review and Approval:
Unapproved, currently in draft, 10-10-06

Resources Committee Mandate:

Preface:
The Resources Committee is one of five committees responsible to the L&A Seniors Outreach Services Board of Directors. The Chair of the Committee is a Board member.

Role:

The Resources Committee is be responsible for the strategic goal to **ensure a vibrant and diversified source of financial and human resources to support existing and developing programs.**

Responsibilities:

To ensure the principle of good governance is applied across all Board Committees and SOS operations.

To ensure that a responsible financial strategy and direction is defined for the SOS organization.

To act as the Board Executive Committee when conditions warrant.

To ensure successful negotiation of Accountability Agreements with the SE LHIN

To ensure appropriate Human Relations Policies are in place for individuals in Board, Management, Staff, or Volunteer positions

To ensure safe and efficient facilities are available to meet the service needs of the organization. Of specific concern would be office space and furnishings, office equipment, kitchen equipment, and transportation equipment

To ensure communication of financial results versus goal or budget to the Board

And to provide the Board with a yearly summary of Objectives and Action Plans and report results to the Board on a timely basis.

Chair:
The Chair is the Chair of the Board of Directors

Membership and Voting:
Membership of this Board Committee will include the Vice-Chair of the Board, the Treasurer, the Secretary, and the Executive Director. Additional Board and Staff representatives will be invited as required. Specific membership should be resolved shortly after the AGM.

Business arising at any Resources Committee meeting shall be decided by a majority vote (50% + 1) including the vote of the Committee Chair. In the event of a tie, the motion is lost. No decision of the committee shall be binding on the Board until approved or ratified by the Board.

Frequency of Meetings and Manner of Call:
Committee meetings shall be held at the call of the Chair with distributed agenda consistent with the defined Resources Committee "Work Plan" commitments.

Quorum:
A quorum for the Resources Committee meeting shall consist of 50% +1 of the members.

Reporting:
To the Board at least quarterly with a report on relevant issues and progress on objectives. Reporting should be made verbally at a Board meeting with an electronic copy to the Executive Director. Revised annual objectives should be prepared for the June Board meeting

Date of Last Review and Approval:
Unapproved, currently in draft, 10-10-06

Safety & Quality Committee Mandate:

Preface:
The Safety & Quality Committee is one of five committees responsible to the L&A Seniors Outreach Services Board of Directors. The Chair of the Committee is a Board member.

Role:

The Safety & Quality Committee is responsible for the strategic goal to **achieve high quality results and risk management mitigation throughout all aspects of the organization's work.**

Responsibilities:

To ensure Client, Employee, and Volunteer Safety and Quality of all Services delivered continue to set a high standard.

To ensure the SOS Safety & Quality Scorecard based on internal targets is developed and reviewed by the Board on a regular basis.

To ensure that Service Quality and Delivery levels compared to standards and other providers are understood; and improvement programs considered to attain and retain an excellent standard.

To understand the value and organizational implications of pursuing an Accreditation Strategy with the ultimate goal of achieving accreditation.

To ensure Client and Community feedback is used to improve services.

Ensure that all quality, safety, and risk management policies and procedures are relevant and required training and improvement projects are complete.

And to provide the Board with a yearly summary of Objectives and Action Plans and report results to the Board on a timely basis.

Chair:
The Chair is nominated for a one year term by the Board of Directors prior to the Spring Annual General Meeting. The nominee should have as a pre-requisite; at least one year prior experience on the Board. There should be no limit on the total years served.

Membership and Voting:
Membership of this Board Committee will include Board, Staff and Volunteer members. Specific membership should be resolved shortly after the AGM.

Business arising at any Safety & Quality Committee meeting shall be decided by a majority vote (50% + 1) including the vote of the Committee Chair. In the event of a tie, the motion is lost. No decision of the committee shall be binding on the Board until approved or ratified by the Board.

Frequency of Meetings and Manner of Call:
Committee meetings shall be held at the call of the Chair with distributed agenda consistent with the defined Safety & Quality Committee "Work Plan" commitments. See attached Work Plan schedule

Quorum:
A quorum for the Safety & Quality Committee meeting shall consist of 50% +1 of the members.

Reporting:
To the Board at least quarterly with a report on relevant issues and progress on objectives. Reporting should be made verbally at a Board meeting with an electronic copy to the Executive Director. Revised annual objectives should be prepared for the June Board meeting

Date of Last Review and Approval:
Unapproved, currently in draft, 10-10-06

Community Accountability Committee Mandate:

Preface:
The Community Accountability Committee is one of five committees responsible to the L&A Seniors Outreach Services Board of Directors. The Chair of the Committee is a Board member.

Role:

The Community Accountability Committee is be responsible for the strategic goal of **ensuring accountability to clients, members, resource providers and community with respect to delivery of a high quality and financially responsible service and in doing so gain their continuing full support.**

Responsibilities:

To ensure the SOS message to the Stakeholder Community appropriately reflects our quality services, our need to allow continued growth and improvement, and our aspirations for the future.

To provide leadership of all fund raising activities.

To institute a Planned Giving Program.

To ensure effective distribution of all Marketing, Service, and Educational Materials to the appropriate audiences.

To ensure the SOS Newsletter content, format, and distribution fulfills its mandate. To consider improved distribution methods, such as sending by email to those willing to provide an address.

To ensure excellent Website.

To ensure that an appropriate level of Outreach to

Local Governments / Business Groups / Service Clubs / other Seniors Organizations

South East LHIN / Health Service Providers / CSS Network

And is accomplished in a way that ensures SOS retains their support.

And to provide the Board with a yearly summary of Objectives and Action Plans and report results to the Board in a timely manner.

Chair:
The Chair is nominated for a one year term by the Board of Directors prior to the Spring Annual General Meeting. The nominee should have as a pre-requisite; at least one year prior experience with Seniors Outreach Services. There should be no limit on the total years served.

Membership and Voting:
Membership of this Board Committee will include Board, Staff, and Volunteer members. Specific membership should be resolved shortly after the AGM.

Business arising at any Community Accountability Committee meeting shall be decided by a majority vote (50% + 1) including the vote of the Committee Chair. In the event of a tie, the motion is lost. No decision of the committee shall be binding on the Board until approved or ratified by the Board.

Frequency of Meetings and Manner of Call:
Committee meetings shall be held at the call of the Chair with distributed agenda consistent with the defined Community Accountability Committee "Work Plan" commitments. See attached Work Plan schedule.

Quorum:
A quorum for the Community Accountability Committee meeting shall consist of 50% +1 of the members.

Reporting:
To the Board at least quarterly with a report on relevant issues and progress on objectives. Reporting should be made verbally at a Board meeting with an electronic copy to the Executive Director. Revised annual objectives should be prepared for the June Board meeting

Date of Last Review and Approval:
Unapproved, currently in draft, 10-10-06