

### **SENIOR CORPS ADVISORY COUNCIL BY-LAWS**

- A. The Council shall include a balance of:
1. Volunteer station representatives.
  2. Representatives of major private non-profit organizations and public agencies concerned with the best interests of senior adults and volunteers.
  3. Other community citizens able to make a contribution.
  4. At least one-fourth of the membership should be age 55 + and low income.
  5. Senior Corps Program Manager
- B. Advisory Council members may be selected at any Advisory Council meeting.
- C. Any member of the Advisory Council missing three meetings without excuse may be dropped from the council pending consultation with the member and approval of the Advisory Council.
- D. The Advisory Council may appoint Members at Large to function in a non-voting capacity to help complete outstanding committee work plans.

### **GOALS:**

To promote and support the use of older persons as community resources in planning for community involvement and in delivery of volunteer services. Achievement of this goal is facilitated by a coordinated use of the resources of the Corporation for National and Community Service, the Senior Corps program sponsor and the community.

### **DUTIES:**

Advisory Council Members are appointed to support the interests of Texoma Senior Corps (Foster Grandparents Program (FGP) or Retired and Senior Volunteer Programs (RSVP) in the community. Their specific duties are as follows:

- To become informed about the goals and operations of Senior Corps and to offer to the Texoma Senior Corps staff such advice, council, and expertise as they may have to offer.
- Assist the sponsor by promoting community support and constructive relationships for the project to increase volunteer opportunities and growth of the program.
- To attend all Advisory Council meetings. Special meetings may be called as needed.

- To serve on one or more of the Texoma Senior Corps standing committees and attend the committee meetings. Committees are expected to meet as needed to execute the plans in each area they have derived.

#### **OTHER RESPONSIBILITIES:**

In the event the project sponsor selects for employment as a project staff member a person related by blood or marriage to another project staff member, sponsor staff member or officer, or member of the sponsor Board of Directors, the Advisory Council must consider the proposed selection and determine, by a majority vote, whether or not to concur with the selection. A letter must then be sent by the Advisory Council to the sponsor and the CNCS State Office within 24 hours of the council's vote indicating whether or not the Advisory Council concurs with the selection of the proposed project staff member.

#### **TERMS:**

Members shall be appointed for an undetermined period of service. Officers shall be appointed for a term of two years. No officer shall serve more than two consecutive terms.

#### **OFFICERS:**

The Advisory Council shall have three officers: President, Vice-President and Secretary. The duties of each officer are as follows:

*President:* The President presides at all regular and special meetings of the Advisory Council. He/she serves ex-officio on all standing committees. He/she and Program Manager normally plan the agenda cooperatively, but it is typed and mailed to each member from the Manager's office with a copy of the minutes of the previous meetings. All resignations should be turned into Program Manager and a copy sent to the President.

*Vice President:* The Vice-President fulfills the duties of the President whenever he/she is unable to do so. The Vice-President serves as chairperson of the Evaluation Committee.

*Secretary:* The Secretary keeps the minutes at all meetings. He/she is responsible for sending a copy of minutes to the Program Manager's office to be mailed out for the next meeting and filed. Also, he/she should maintain a file of minutes, which can be passed on to the next secretary when his/her term is up.

#### **STAFF SUPPORT:**

Staff support to the Advisory Council and its committees will be provided by the Program Manager and/or the Program Volunteer Coordinator.

## **MEETINGS:**

- A. The Advisory Council shall meet quarterly or as often as deemed necessary.
- B. Each chairperson shall be responsible for presenting a report on his/her committee's work at each Advisory Council meeting.
- C. At least a five-day notice will be given for all Advisory Council meetings.

## **COMMITTEES:**

To better carry out its functions, the Advisory Council shall operate through standing committees. Each member of the Advisory Council shall serve on one or more committees. It shall be the duty of each committee to devise and execute an annual plan in its area of responsibility that will enhance the overall project function. The Council president may appoint ad hoc committees as necessary.

### **Recognition Committee:**

The role of the Recognition Committee is to develop and implement a recognition program for the Program volunteers. This includes both the formal awards recognition as well as an informal recognition events and opportunities. Naturally our recognition systems must be non-discriminatory and not favor one group of volunteers over another.

The Recognition Committee may help with planning events; location, food, door prizes, decorations, entertainment and whatever else is needed to assist with recognitions.

### **Nomination Committee:**

The role of the Nomination Committee is to present nominees to fill vacancies in the Advisory Council and to meet in December of each year to endorse new members and a slate of officers to be presented to the Advisory Council for the New Year.

This committee then meets irregularly on an as needed basis. Nominees selected by this group must be routinely endorsed by the full council.

The Advisory Council is mandated in the law establishing Senior Corps programs. Beyond this a functioning Advisory Council is required for optimal program functioning. The nominating committee must select individuals who can enhance program goals.

### **Evaluation Committee:**

The role of the Evaluation Committee is to provide annual and on-going evaluation of the Senior Corps Project and its staff.

The Committee produces the annual evaluation that is required by The Corporation for National and Community Service. This evaluation is conducted mid year so that it can be included in the renewal application.

The Evaluation process must look at all phases of the project and sample the reaction of a large, representative group of volunteers which could possibly be done at the Annual Awards Recognition events.

**Public Awareness Committee:**

The role of the Public Awareness Committee would promote constructive relationships with key individuals and agencies in the community; provide assistance through public speaking before civic, church, and governmental organizations; assist with publicity for Texoma Senior Corps functions and events and send any published news articles to the Program Manager.

**Recruitment Committee:**

The role of the Recruitment Committee is to develop plans to recruit additional Senior Corps volunteers.

The Texoma Senior Corps project supports approximately 670 volunteers (630 RSVP and 40 FGP). It loses several volunteers each year (mainly due to health problems) and must recruit at least that many to remain at that level.

The Corporation for National Service awards our grant according specific criteria for both programs including Volunteer Service Years. Special effort should be given to reach out to the Hispanic (bilingual), Asian and male populations. The Committee is also to research the community for sites that could become future workstations.

**Continuation & Finance Committee:**

The project requires local cash and in-kind resources to match federal and state dollars. This committee will assist in the identification and solicitation of potential funding resources.

**TERMS:**

**Committee Members:**

Any committee member who wishes to change committees may do so by written statement to the President and Program Manager.

**Confidentiality:**

Name and address of Texoma Senior Corps volunteers will be used for administration purposes only and will not be disclosed to outside parties.

**Amendments:**

Changes or additions to these guidelines may be made by the Advisory Council or Program Manager at any time of the Project Year.