

Concord After 60 Steering Committee

1 Aim

The aim of the Steering Committee is to ensure successful delivery of programs and processes for meeting the mission of the organization. We meet regularly to make sure that our objectives are being met for the whole membership.

2 Responsibilities

Members of the Committee are responsible for the following activities:

2.1 Provide Leadership and Direction

- Monitor organizational issues and provide advice on those that may need assistance
- Resolve issues such as priority setting, decision-making and resource commitments that are in the interests of all the members.
- Ensure provision of the required resources for planning and delivery of programs and services.
- Actively support committees and act as an advocate for their outcomes.
- Provide management support, direction and advice to any sub-committees and Interest Groups.
- Report on progress to the membership from time to time.

2.2 Provide Governance

- Approve the methodology for delivering services and programs to members.
- Establish limits for cost, time, resource, quality and scope of activities and services to members.
- Define the acceptable boundaries for any program, based on agreed upon goals and strategy.
- Review and approve plans.
- Resolve matters of cost, time, risk, resource, quality and scope brought to the Committee.
- Monitor progress against approved plans and goals.

2.3 Maximise and Evaluate Benefits

- Establish how benefits will be defined and measured.
- Monitor progress against approved plans.
- Monitor programs for alignment to support agreed outcomes and benefits.
- Monitor and facilitate the implementation of new offerings and resources.

3 Roles

All members of the Steering Committee are expected to:

- Understand the strategic implications and outcomes of the programs and resources.
- Appreciate the impact of the offerings on all members.
- Address any issue which has major implications for CA60.
- Accept responsibility for the strategy and the overall benefit realization of a project.
- Delegate authority to approve scope changes as needed.

Those members wishing to be a part of the steering committee, offer assistance at monthly meeting, lead a committee, offer specific services such as HELP IN NEED, or give feedback are requested to contact Jan Gifford at: jangifford7@aol.com