

Concord After 60 (CA60) Policy & Procedures –8/17/2022

Concord After 60 (CA60)

A Social Support Network for Residents Who Want to Enjoy Aging in Place

Mission

A social organization that offers social events, educational activities, and mutual support through monthly meetings, a variety of special interest activity groups, shared resources, and Help in a Pinch.

Organization

The Steering Committee

The ongoing “life” of Concord After 60 is managed by a Steering Committee.

Steering Committee General Responsibilities:

- Establish Steering Committee positions
- Appoint Steering Committee members
- Establish and maintain policies and procedures
- Schedule, plan, execute, and support Concord After 60 meetings, events, activity groups, and resources
- Manage finances
- Manage membership requirements, dues, and services
- Manage Committee appointments, vacancies, resignations, and removals
- Establish and maintain all Concord After 60 data, records, reports, minutes, correspondence, etc. regarding membership, finances, meetings, activities, events, and resources
- Communicate with members

Steering Committee member positions and responsibilities:

- **Chairperson** – to convene and preside over all meetings. Prepares the agenda for all meetings. Coordinates the decision-making and appoints all special committees created by the Steering Committee. Has general management, supervision, and direction over all Steering Committee members and committees.
- **Ex Officio** – Past Chair to assist the Current Chairperson and may stand in for the Chairperson, performing any and all duties, as may be required.
- **Meeting Secretary** – to record all votes and minutes of all proceedings of the Steering Committee and keep a record of all minutes and correspondence.

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- **Membership Chair** – to maintain a comprehensive list and contact information of all CA60 members and past members, manage the Concord after 60 Google Group, manage the new member welcome process, and distribute membership-wide information to all members. Assists Treasurer with annual dues payment status update.
- **Treasurer** – to collect dues, pay approved expenses and keep financial records. To maintain a bank checking account including arranging for the Steering Committee Chairperson to also have signature authority. To maintain a PayPal account or other vehicle for credit card transactions. To make a monthly report to the Steering Committee.
- **Hospitality Chair** – to recruit and manage volunteers for setup and refreshments for the monthly meetings. To plan and implement in-home events including finding hosts, managing food/beverage donations, and follow-up with thank-you note to hosts.
- **Program Chair** - to ensure that speakers or presenters are recruited, scheduled, and provided with technical support as needed. To see that proper publicity for the program is distributed to the Marketing/PR Chair, the Technology/Website Chair, and the Membership Chair as needed.
- **Marketing/PR Chair** – to prepare a monthly Newsletter that goes to all members with information on the upcoming monthly meeting dates, calendar of speakers, upcoming events, and other items of interest. Manages outreach to Concord's local community.
- **Technology/Website Chair** – to maintain the CA60 Website, support all technology tools, host Zoom meetings as needed, and assist members with IT training to support their ability to participate in online group activities.
- **Help in a Pinch Coordinator** – to be called upon by members looking for help and to assist in finding volunteer(s) to solve their issue.
- **Members At-Large** – to attend Steering Committee meetings, participate in the discussions and assist in various activities of the organization as needed. May be asked to serve in another Steering Committee position in the future.

The above members of the Steering Committee are expected to attend all monthly and special Steering Committee meetings.

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Ad Hoc member positions and responsibilities:

- **Activity Group Leader** – to provide a report on group’s activity for the Steering Committee monthly meetings. Report may include number of members in activity group, dates of events, any achievements, or concerns from the group.
- **Advisory Person or Persons** – to report as needed. Ad hoc special support person as needed for legal advice, audit of financial records, or other issues identified by the Steering Committee.

Steering Committee, Activity Group Leaders, and Advisory Person or Persons appointments, vacancies, resignations, and removals

- Steering Committee members generally hold office for a term of three years with positions staggered in time. Annually or as needed, a Nominating Committee submits a slate of candidates for open positions to the Steering Committee members who vote to appoint the candidates. The Steering Committee is introduced to the CA60 Members at the Annual General Membership Meeting held each October.
- Each year or as needed due to resignation or removal:
 - Steering Committee Chairperson and Ex-Officio Officer identify Potential Nominating Committee Chair for Steering Committee to review and approve.
 - Nominating Committee identifies open Steering Committee positions.
 - Nominating Committee identifies potential active members to be developed and/or recruited.
 - Nominating Committee presents slate of potential appointees to the Steering Committee.
 - Steering Committee votes to fill open positions.
- Activity Group Leaders volunteer and are confirmed by the Activity Group members for an undesignated term and may resign or be replaced by Activity Group members.
- Advisory Person or Persons are appointed by the Steering Committee for an undefined term and may resign or be replaced by the Steering Committee.
- A Steering Committee member, Activity Group Leader, or Advisory Person, or member may be removed by a vote of the majority of the current Steering Committee members excluding the member being considered for removal. The upcoming vote must be included in the Steering Committee agenda and distributed to the Steering Committee prior to the meeting at which the vote will be taken and recorded in the meeting minutes.

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CA60 Monthly Steering Committee Meetings – Scheduled monthly to organize CA60 group activities and events and manage internal operations going forward.

CA60 Monthly Membership Meetings - CA60 holds monthly social gatherings generally with a speaker or special program which are open to all members. Meetings may be in person, on Zoom, or hybrid to facilitate attendance for all as needed. When meeting in person we meet with light refreshments. Prospective members are welcome to attend one or two meetings before joining CA60.

Activity Groups (AGs) - to get to know each other better, there are smaller groups of members who share an interest, e.g., Book Group, Walking Group, Bag Lunch Group, Games Group, Art Appreciation Group. Volunteer leaders along with interested members set the time and place of these activities. New AGs may be started with permission and encouragement of the Steering Committee.

Volunteer Opportunities - Volunteering is vital to CA60, ranging from hosting a meeting, being a guest speaker, helping provide refreshments, taking a position on the Steering Committee or leading an Activity Group. Because involvement fosters belonging and builds friendships, all members of CA60 are encouraged to volunteer in some capacity as they are able.