

RCL Branch 594 Policies and Procedures

Seniors' Committee (Tab 10)

General

1. The Seniors' Committee is set up to plan Seniors' events for our Branch. The committee may also be tasked with reviewing Seniors' issues, review Government and/ or Legion Provincial programs offered to Seniors. It also acts as an advocate for Seniors' to present ideas or concerns with respect to Seniors' issues in our Branch.

Committee

2. The Committee is normally set up with the following members of the Committee:
- a. Chair or Co-Chair: the Chair could be appointed by the President or could be a volunteer in the committee who is willing to be the Chair. If there is a desire, there can be a Co-Chair;
 - b. Deputy Chair;
 - c. A secretary to take Minutes, when necessary;
 - d. volunteers from our membership.

Tasks

3. These are the types of events that can be planned by the Seniors' Committee:
- a. Seniors' Dinner and Dance: normally Monday afternoon from 3-7 pm that includes a DJ and a supper meal;
 - b. Monthly guest speakers;
 - c. Seniors' Annual Health fair with volunteer local presenters who can advise seniors on programs and the latest government or Legion sponsored changes to support seniors;
 - d. other social events for the seniors;
 - e. prepare the advertisement flyers;
 - f. write a monthly Seniors' report for the Executive and Membership meetings;
 - g. write a monthly report for the Branch Newsletter;
 - h. where required, prepare Minutes of meetings and pass to the Branch Executive; and

- i. any other events that they would like to organize or that the membership requests.

Who the Committee Reports to

4. The Committee will be responsible for keeping the Executive informed about plans and ensure that the Executive approves the Committee's plans. They should also work in concert with the Entertainment Chair and Committee to coordinate events. The Kitchen Conveynor should also be informed about any coordination with the Branch Kitchen operator.

Events Planned that require ticket sales

5. The Committee must arrange the following for tickets sales:
 - a. arrange for the tickets and market them with the Executive of the Branch;
 - b. arrange for committee members to sale tickets and collect funds at the door;
 - c. arrange for the verification of sales and work with the office to arrange bank deposits.

Prepared by: Morris Brause, Chair Seniors' Committee

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