



SENIOR SCENE INC. GOVERNANCE, POLICY AND MAINTENANCE MANUAL

Revised March 10, 2021

Contents

Board of Directors	1
The Executive Committee	1
Duties of the President	1
Duties of the Vice-President	1
Duties of the Past President	1
Duties of the Secretary	2
Duties of the Treasurer	2
The Directors	2
Duties of the Directors	2
Committees and Coordinators.....	3
Events and Fundraising (E/F)	3
Events.....	3
Raffles	3
50/50 Sales.....	3
Grant Applications.....	3
Food Services	3
Kitchen Committee.....	4
Social Committee.....	4
Canteen	5
Bar	5
Catering	5
Purchasing.....	5
Maintenance.....	6
Maintenance	6
Risk Management	6
Hall Rental	6
Governance.....	6
Nominating Committee.....	7
Human Resources Committee	7
Constitution and By-laws Review Committee	7
Strategic Planning Committee.....	8
Communications.....	8
The Bingo Convenor.....	8

The Socially Conscious Committee / Christmas Hamper Committee 9
 Socially Conscious Committee 9
 Christmas Hamper Committee 9
Finance Committee 9

GOVERNANCE

Board of Directors

The Club will be governed by a Board of Directors and Executive Committee, who will receive no remuneration for their services and will govern in accordance with the Club's By-laws.

The Board of Directors shall consist of the Executive Committee and five Directors who, with the exception of the Past President, shall be elected for two-year terms:

- President
- Vice-President
- Past President
- Treasurer
- Secretary
- Five Directors

The Executive Committee

Duties of the President

- Serves as Chief Executive of the Club
- Chairs business meetings of the Executive Committee and the Board
- Chairs all General meetings
- Prepares agendas for meetings in consultation with the Secretary
- Oversees the daily management of the Club
- Acts as liaison between the Club and other community organizations
- Acts in the capacity of a signing officer of the Club
- Prepares and submits an annual report to the Annual General Meeting
- Is the official spokesperson of the Club

Duties of the Vice-President

- Performs duties of the President in the President's absence
- Keeps an up-to-date inventory of Club assets and makes certain all assets are properly insured
- Ensures that all Board members and staff are insured against any liability they may incur by virtue of their position in the Club
- Is responsible to keep records for all material on loan
- Acts in the capacity of a signing officer of the Club
- Prepares and submits an annual report to the Annual General Meeting
- Is the official spokesperson for the Club in the absence of the President

Duties of the Past President

- Supports and advises the President
- Informs and assists newly elected Board members in their responsibilities
- Acts in the capacity of a signing officer of the Club

- Prepares and submits an annual report to the Annual General Meeting
- Performs the duties of the President in the absence of the President and Vice-President
- Is the official spokesperson of the Club in the absence of the President and Vice-President

Duties of the Secretary

- Attends and records minutes of all Executive, Board and General meetings
- Provides minutes of the Board and General meetings to the Board and posts a copy of the minutes of the General meetings
- Is responsible for the regular pick up of all correspondence
- Reports all correspondence to Board/General meetings and records and files for reference
- Acts in the capacity of a signing officer of the Club
- Prepares and submits an annual report to the Annual General Meeting

Duties of the Treasurer

- Disburses Club funds for the payment of properly vouchered invoices and accounts
- Disburses quarterly payments to the Socially Conscious Committee
- Issues tax receipts as required
- Prepares Payroll, T4 Statements and monthly Payments of Taxes
- Prepares and submits GST rebate form to Revenue Canada
- Prepares annual charities report for Revenue Canada
- Prepares annual statement for Corporations Act
- Prepares all records for presentation to a financial reviewer for the year-end statement
- Prepares and submits an annual financial report to the Annual General Meeting
- Ensures that all assets and liabilities are properly insured
- Prepares all records and presents an accurate financial statement at every regular meeting of the Board of Directors
- Submits the books and records for financial review prior to the October Board of Directors meeting
- Acts in the capacity of a signing officer of the Club
- Ensures separation of duties by overseeing:
 - The collection, recording and deposit of all funds in a designated financial institution in the name of and to the credit of the Club
 - The maintenance of petty cash and other floats as may be required

The Directors

Duties of the Directors

- Attend all Board meetings and provide input on all discussions and decision making
- Monitor, provide a conduit to the Board, and ensure the required outcomes for one of five portfolios: Events and Fundraising, Food Services, Maintenance, Governance, and Communication

Committees and Coordinators

Committees and coordinators do the bulk of the work of the Club. Each committee or coordinator has specific functions with regards to the needs of the Club. The committee chairperson or coordinator has access to the Board and may receive direction from the Board through a designated Director. That Director may or may not sit on the committee(s).

The activities of the Club are separated into five different categories or portfolios. These are: Events and Fundraising, Food Services, Maintenance, Governance, and Communications. (See Governance Chart)

Events and Fundraising (E/F)

Stated in its most simple terms, the function of this portfolio is to make up any financial shortfall in the budget between the projected revenue and expenses.

The Events and Fundraising portfolio is led by a standing committee of six individuals. Each of these individuals serves for two years, but only three are replaced each year.

Funds can be raised in a number of ways including: conducting special events, having a raffle(s), selling 50/50 tickets, and applying for grants, particularly from various levels of government. At present the Club hosts four different events each year, but this number may change based on recommendation from the E/F Committee.

Events

Each event shall have a chairperson. This person may or may not be a member of the E/F Committee. The event chairperson will select their own committee. The event sub-committee shall be responsible for all aspects of the event. One member of the group will keep a record of all the components of the event to be used by subsequent committees.

Raffles

The type of raffle will be determined by the E/F committee. Each raffle must be organized according to the guidelines of the Liquor, Gaming and Cannabis Authority of Manitoba (LGCA). Each raffle will be directed by one or more individuals who will have the support of the E/F Committee.

50/50 Sales

These sales will be under the coordination of a single individual. This person will recruit a team to conduct the sale of tickets when appropriate at Club functions. To protect the integrity of the 50/50 sale and those conducting the sale, a person attending the event will be randomly selected to assist in the counting and distribution of the proceeds.

Grant Applications

The person who writes grant applications will be selected by the Board. Their responsibility is to seek out potential grants that may apply to the Club, get Board approval for applying, write the grant application, seek quotes for any required goods or services related to the grant, and complete all required paperwork associated with the grant. This person should have some training in grant writing.

Food Services

Food Services encompasses a variety of different functions, all involving the Club's capacity to operate a successful commercial kitchen. The kitchen must be clean and well-stocked with all

equipment in good working order. The canteen must be available and operated for functions such as bingo, craft sales and meetings. Catering is provided to events such as funerals. The kitchen is also an integral component of our monthly dinner/dances.

Kitchen Committee

The kitchen and pantry are maintained by a Kitchen Committee. The committee consists of a minimum of two people. Others may be added in an *ad hoc* fashion as the need arises.

The responsibility of the Kitchen Committee is to ensure that the kitchen is operated in a professional, safe and efficient manner while maintaining the standards of a licenced commercial kitchen. The decisions of the committee are determined through consensus of the members of the committee.

The Board of Directors will make the necessary funding available upon request from the Kitchen Committee.

The duties and responsibilities of the Kitchen Committee include:

- Ensuring a majority of the members of the committee have a minimum training of the basic Food Handlers Safety Course
- Ensuring that the Club renews its Food Handlers Permit on an annual basis
- Checking the kitchen and pantry for cleanliness; removing and laundering any soiled tea towels, dishcloths etc.; keeping countertops clean and sanitized
- Conducting a biannual major cleanup of the kitchen, pantry and wash-up areas. This will involve, but is not necessarily limited to, dusting shelves, cleaning stoves and ovens, cleaning fridges and discarding all dated or unmarked foods, and replacing what is necessary
- Determining that there are always fresh dairy products, the counter tray is filled, and coffee and filters are in stock
- Maintaining the levels of detergent and rinse fluids for the dishwasher
- Keeping a list on the bulletin board for supplies required
- Stocking the canteen for bingo

Note: It is not the responsibility of the Kitchen Committee to provide the food for events such as teas, luncheons, funerals, meetings, craft sales, etc. This is the responsibility of the committees or convenors organizing the events. The Kitchen Committee will provide the coffee, tea and/or drinks as required by the organizing group.

It is the responsibility of the Adult Day Program, Social Committee and Bingo Committee to ensure the kitchen is clean after their events.

Social Committee

It is the responsibility of the Social Committee to organize ten monthly Club dinner/dances. There is no dinner/dance in July or September. The committee will consist of a chairperson and six to eight other members. Of the ten dinner/dances, at least two dinners should be catered with the remaining dinners prepared by volunteers.

The Social Committee shall seek volunteers to host a dinner/dance. Committee members must pay for their tickets. Duties of the volunteers hosting each dinner/dance are to:

- Select the theme and menu
- Purchase, prepare and serve the food

- Select an emcee, two people to be ushers and someone to say a blessing
- Select someone take tickets at the door
- Select someone to sell drink tickets
- Select someone to play the music
- Purchase three to four door prizes (approx. value \$20)
- Set up tables and decorations
- Contract a dishwasher
- Clean up on Sunday
- Submit all bills to the Treasurer

Canteen

The canteen at the Club is open weekly for bingo and sporadically for craft sales and meetings. The canteen shall be under the direction of one or two convenors. It is their responsibility to get one or two volunteers to run the canteen. Duties of the convenor(s) are to:

- Take out the wieners and buns from the freezer on Friday mornings
- Stock the cooler with soft drinks; fill the chocolate box, dabber box and chip box; and have mustard, relish, ketchup and onions available
- Include any supply shortage on the purchase list on the bulletin board
- Ensure the kitchen is left clean after the event

Bar

The bar will be maintained by the Supervising Bartender. All bartenders must have a Responsible Service Certificate issued by the LGCA. It is the responsibility of the Supervising Bartender to ensure:

- There are qualified bartenders at all events requiring liquor service
- The required alcohol is purchased
- The required soft drinks, ice, condiments, glassware and other bar essentials are available
- There is a proper accounting of the alcohol on hand
- The bar is kept organized and clean

Catering

All Club catering will be under the leadership of a Catering Convenor. This includes luncheons, funerals, and special meetings, all requested by customers outside of the Club. The Catering Convenor will not be responsible for any Club functions. It is the duty of the convenor to:

- Find volunteers to provide the food for the event
- Find volunteers to work in the kitchen for the event
- Purchase any foods required and submit bills to the Treasurer
- Ensure the kitchen is cleaned after the event
- Work with the Hall Rental Convenor to establish prices for food

Purchasing

All Club purchasing for regular supplies such as food, cleaning supplies and items for the washrooms will be done by a Club purchasing agent or their designate.

Maintenance

This portfolio is responsible for all aspects of the maintenance of the facility. The overseeing of the work will be done by the Maintenance Committee. It will be up to the Maintenance Committee to recruit volunteers as needed and to contract out services that cannot be done by volunteers. While the Maintenance Committee has a limited budget, any larger necessary expenditures will be brought to the Board for approval by the Director responsible for the portfolio.

Maintenance

- Ensure the facility is in good repair
- Ensure the grounds, including the flower beds, are well maintained
- Organize biannual cleaning events, both inside and outside the facility
- Contract out any work beyond the scope of the committee, such as electrical, plumbing, snow removal, lawn care and custodial service
- Maintain a manual of regular maintenance work such as: septic field pump out, defibrillator battery check, fire extinguishers, water softener, air conditioner, irrigation system, central vacuum, etc.
- Keep the workshop, crawl space, furnace room and shed organized
- Keep spare air filters, fan belt and motor for the air circulation system
- Keep spare breakers for the electric heating units
- Have a supply of incidental spare parts
- Take any major maintenance concerns to the Board for action

Risk Management

The Maintenance Committee is responsible for risk assessment of the facility and grounds. Any risk to persons using the facility should be reported to this committee's Chair. Minor risks will be dealt with by the committee. Major risks will be taken to the Board.

Hall Rental

Facility rental will be done by a single convenor. This person will be selected by the Executive Committee and report to the Board through the Director. The Hall Rental Convenor will work in close cooperation with the Catering Convenor, the Maintenance Committee Chair and the Program Coordinator. The duties of the Hall Rental Convenor are to:

- Rent the Club facility
- Keep records of all facility rentals
- Sign contracts between the renter and the Club
- Find a crew to set up and take down the chairs and tables
- Assist the renter wherever possible
- Remit all payments to the Treasurer
- Get insurance waivers signed
- Ensure the facility is cleaned after the rental event

Governance

The vast majority of the Senior Scene Inc. governance is the responsibility of the Board of Directors. Five areas of governance that may involve Club members beyond the Board of Directors are: nominations for Board and Committee positions, human resources, constitution

and by-laws review at least every five years, succession planning, and strategic planning that will take place at least every five years. Nominations and Human Resources are standing committees.

Nominating Committee

The Nominating Committee is responsible for providing a slate of willing candidates for all the vacant positions on the Board of Directors. This committee is also involved in succession planning and suggesting chairpersons for various Club committees.

The Committee will have at least three members plus the Past President.

The Chair of the Nominating Committee shall be appointed by the President subject to the approval by the Board. The Chair will select the remainder of the committee.

The appointment of the Chair shall be announced at the first General meeting following the AGM.

The Chair of the Nominating Committee (or designate) will preside over the elections at the AGM.

The normal term of a Nominating Committee member will be two years.

When selecting a slate of candidates, the Nominating Committee will consider the succession of the various Board positions.

Human Resources Committee

This committee is to assist the President in matters pertaining to any paid employee with the exception of individuals providing a contract service such as lawn care, snow removal, electrical, plumbing or appliance repairs.

This committee reports directly to the President of the Club. Responsibilities of the committee are to:

- Assist the President with the annual employee performance review by providing assessment tools and criteria
- Assist the President in developing goals for each employee for the upcoming year
- Develop and/or revise the job description of any paid employee
- Review staffing structures and needs
- Recommend pay scales and merit increases for each paid position
- Review and/or recommend employee benefits (including health insurance, pension plans and fringe benefits)
- Ensure personnel policies are in compliance with all laws and ethical guidelines
- Ensure that staff compensation is comparable to and competitive with those paid for similar positions in the external market
- Establish procedures for the Board to follow in resolving conflicts
- Recruit and interview candidates for any new hires. The recommendation of this committee would be taken to the Executive Committee for ratification
- Develop and/or revise a policy to promote a respectful and inclusive workplace

Constitution and By-laws Review Committee

This is an *ad hoc* committee that must review the Constitution and By-laws of the Club at least every five years. This committee will be selected by the Executive Committee of the Club. The

review process must be commenced at a time sufficient to present recommendations to the Board a least two months prior to the AGM.

Strategic Planning Committee

It is the role of this committee to develop a plan outlining the general direction and goals of the Club that are to be achieved in the subsequent five years. This committee should solicit as much input from the general membership as possible.

Communications

This portfolio is responsible for the 'face' of the Club. It determines how the Club contacts both its members and the community at large. All public communications must be approved by the Communications Committee. In general, the Committee determines what the Club message is, how this message is communicated and to whom the Club wishes to communicate the message. The Communications Committee shall be selected by the Executive Committee. The President shall be on the committee.

This Committee must work in conjunction with the Program Coordinator. Any communication or information regarding the Club, beyond the social media, website and newsletter, will be disseminated by the Club President.

A second major function of the Communications Committee is to develop a Club marketing strategy.

Note: There are four other areas that do not fall under the guidance of one of the Directors. These are the Bingo Convenor, the Socially Conscious Committee, the Hamper Committee and the Finance Committee. The first three report directly to the President and the fourth reports directly to the Treasurer.

The Bingo Convenor

The Bingo Convenor may function alone or with a committee selected to help with the task. The overriding responsibility of the convenor is to ensure the monthly Bingo games occur in a manner acceptable to the MLGC. In this capacity the convenor shall:

- Apply for and display a valid bingo licence
- Submit a financial report every 3 three months to the LGCA
- Display all revenues and expenses in the Club every three months
- Purchase bingo paper and keep an updated inventory of supplies
- Secure personnel to help run weekly bingo (a caller, call backs, paper sales, loonie draw, etc.)
- Deposit all monies and keep all financial records in a bingo ledger
- Pay pertinent Club bills (building and equipment costs as funds allow)
- Report directly to the Board of Directors
- Train others to assist when needed (e.g. illness, vacations, etc.)
- Organize and serve an annual thank-you dinner for all bingo helpers
- Prepare and submit a report of the preceding year to the membership at the AGM

The Socially Conscious Committee / Christmas Hamper Committee

While these two committees were originally combined, they now operate independently of each other with their own separate bank accounts. The commonality that they share is that they are each responsible for securing and distributing funds to provide assistance to members of the community during times of need.

Socially Conscious Committee

Due to the sensitivity of the work of the committee, the committee shall remain autonomous from the remainder of the Club governance and function. It will report only to the Club president. The committee shall consist of 4 -6 members, generally replaced, as required, by the committee itself. The members of the committee will select their own chairperson. The work of the committee will be funded by outside donations and quarterly contributions of at least \$250 from the Club. The committee is free to solicit additional funds from the Club or outside means as required.

Examples of how these limited funds have been used on a one-time basis are:

- Support of families who suffer unexpected expense due to the loss of a family member
- Assistance in obtaining required medical equipment etc.
- Support for those who have suffered a great loss due to disasters such as fires or floods
- Support for local school projects, local drama groups, etc.

The committee shall submit a limited activity and financial report to the membership at the AGM.

Christmas Hamper Committee

The role of this committee is to obtain funding for, prepare, and distribute Christmas hampers to families in the community who have limited resources. The Christmas Hamper Committee is a semi-autonomous committee. It has its own bank account and reports directly to the Club President. The Chair of the committee recruits volunteers to the committee annually.

The Committee applies for and obtains funding from Rural Municipality grants. Other sources include funds generated from a Pancake Breakfast hosted by the Board of Directors and direct donations.

Finance Committee

The Finance Committee advises the Board on the general finances of the Club and makes recommendations on how to maintain or improve the Club's financial situation. The Chair of the Finance Committee shall be selected by the Executive Committee. The membership of the committee shall include the Executive Committee and two persons from the general membership of the Club if need be. Duties of the Finance Committee are to:

- Prepare an annual budget to be approved at the AGM
- Monitor Club expenditures and make recommendations when these expenditures deviate from the annual budget
- Determine how the financial resources of the Club are managed
- Prepare budgets for any major Club project
- Approve any major emergency expenditure that does not need to be presented to the general membership for approval