

CHAPTER 20E
SALEM SENIOR CENTER ADVISORY COMMISSION

- 20E.010. Policy
- 20E.020. Definitions
- 20E.030. Salem Senior Center Advisory Commission Created
- 20E.040. Composition and Appointment of Members
- 20E.050. Organization of Commission
- 20E.060. Functions and Duties

20E.010. Policy. It is hereby declared to be the policy of the council of the City of Salem that all matters relating to senior centers shall be submitted to the Salem Senior Center Advisory Commission created pursuant to SRC 20E.030. (Ord No. 23-94; Ord No. 51-96)

20E.020. Definitions. As used in this chapter, the words "commission" shall mean the Salem Senior Center Advisory Commission, "senior" shall mean a person aged 50 years or older, and "senior center" shall mean the Salem Senior Center. (Ord No. 23-94; Ord No. 43-2000)

20E.030. Salem Senior Center Advisory Commission Created. There is hereby created a commission to be known as the Salem Senior Center Advisory Commission for the purpose of acting as an advisory body to council on issues pertaining to the senior center and serving as a point of reference for concerns of the senior population. (Ord No. 23-94; Ord No. 43-2000)

20E.040. Composition, Appointment and Terms of Office. The commission shall consist of nineteen members, nine of which shall be citizen members with six of the nine being 50 years of age or older, and ten shall be representatives of Senior Center partners: Chemeketa Community College, Mid-Willamette Valley Senior Service Agency, Friends of the Salem Senior Center, Salem Hospital Foundation, Retired Senior Volunteers Program, Townhouse, Inc., Alzheimer's Association, Chamber of Commerce, AARP, and Salem Electric. Members other than those representing Senior Center partners shall be appointed by the mayor for a term of three years, and the terms of not more than three thereof shall expire in any one year. Members representing Senior Center partners shall be appointed by the mayor for a term of three years. No appointive member shall serve more than two full consecutive terms and those representing senior center partners may serve any number of consecutive terms. In the case of vacancy, the mayor shall appoint a successor to fill out the unexpired term. The senior center director shall be an ex-officio participating non-voting member of the advisory commission. Members of the commission shall receive no compensation for their services, but may be reimbursed for expenses incurred in the performance of their duties. (Ord No. 23-94; Ord No. 15-96; Ord No. 43-2000)

20E.050. Organization of Commission.

- (a) The commission shall annually elect from among its members a chairperson and vice chairperson. Ten members of the commission shall constitute a quorum.
- (b) The commission shall meet at least quarterly at a time and place that it specifies at least five days in advance. The commission may meet at other times in accordance with its bylaws. The city manager shall make available to the commission a convenient meeting place. All meetings of the commission shall be open to the public.
- (c) A record of the commission's proceedings shall be filed with the city recorder. (Ord No. 23-94; Ord No. 43-2000)

20E.060. Functions and Duties.

- (a) It shall be the function of the commission to serve in an advisory capacity to the senior

center staff and the council and to give support, assistance, and advice on senior center issues and issues related to the senior population.

(b) Day-to-day decision making, program operation, and senior center facility use in accordance with adopted policy and budget is the responsibility of the senior center director.

The commission shall act as liaison between the senior center staff, and seniors participating within the senior center. The commission's duties shall include the following:

- (1)** Serve in an advisory capacity to the council and senior center to carry out the goals and objectives of the senior center.
- (2)** Operate within the stated purposes of the commission bylaws.
- (3)** Focus attention on and identify the needs of the senior center users.
- (4)** Represent the needs of all senior center users, in order to ensure a well-rounded, diverse activity base.
- (5)** Educate senior center users of the commission's roles and responsibilities, senior center policies and procedures, and user responsibilities.
- (6)** Become a channel of information and serve as a mechanism to assist senior center users.
- (7)** Work with staff in developing and implementing the senior center's program with particular emphasis on the desires and needs of the users.
- (8)** Evaluate input from program chairpersons, committees, volunteers, and users when considering establishing or changing senior center policies or programs.
- (9)** Review requests and recommend action on nonroutine use of space in the senior center by various agencies and organizations.
- (10)** Recommend program goals and objectives for the senior center staff and council consideration when preparing the annual budget.
- (11)** Recommend and review acquisition and disposition of gifts and donations.
- (12)** Recommend senior center policies which define the entire scope of services offered to senior center users.
- (13)** Assist and support the senior center by developing and implementing fund raising activities to secure adequate financial resources for the operation of the senior center to offset finances derived from the general fund of the city budget.
- (14)** Ensure that the senior center is effectively integrated into the community and with other related organizations by assisting in public relation functions.
- (15)** Support senior center activities in the community.
- (16)** Periodically review and evaluate programs and services to ensure consistency with the mission statement of the senior center.
- (17)** Submit an annual report and work plan in writing to the council using the mission statement and goals and objectives established at the beginning of each fiscal year.
- (18)** Advise and assist staff in the development of both short-range and long-range plans for the senior center programs and facility. (Ord No. 23-94; Ord No. 43-2000)

(CHAPTER 20F RESERVED FOR EXPANSION)