



COUNCIL ADVISORY COMMITTEE POSITION DESCRIPTION

SENIORS ADVISORY COMMITTEE (SAC)

General Function of Position:

The person holding the position of “volunteer member” on the SAC will work with other members of the Committee in considering matters within the mandate of the Committee (See SAC Terms of Reference) and in providing input and advice to Township Council and staff regarding plans, policies, programs, and strategies that come before the Committee, which will be generally focused on maintaining and enhancing the Township’s assets, programs and resources for older adults.

Necessary Qualifications:

- Resident of, or an owner of a business within the Township of Langley (preferably for a number of years).
- Ability to work cooperatively with others (i.e., teamwork skill) in discussing issues and opportunities within the mandate of the Committee and in analyzing optional courses of action to address issues and opportunities.
- Intention to constructively support Township Council and staff in providing input and advice on matters that are discussed by, or come before the Committee, and in discussing Township matters in the community and Region generally.
- Demonstrated ability to see the “big picture” in relation to the Township’s sustainability framework, cultural, environment and older adult issues, needs, and programs all contribute to cohesive goals.

Desirable Attributes (education, skills and abilities):

- Education, training, or professional experience in areas related to programs, resources and adaptations related to older adults.
- Direct work or volunteer experience in areas related to programs, resources and adaptations related to older adults.
- Prior experience on a Board, Commission, Committee, etc.
- A broad network of contacts within the Township.
- Effective communicator and listener.

Responsibilities of Volunteer Members:

- Attend monthly Committee meetings on a consistent basis through the 2-year term of the appointment. Meetings of the SAC are generally held in the evening on the third Wednesday of each month.
- Confirm attendance prior to meetings to ensure a quorum is present for the meeting.
- Be properly prepared for Committee meetings by having fully reviewed in advance the agenda and related materials for each meeting.

- Cooperate with and support Township Council, other Committee members and Township staff in undertaking the work associated with the Committee.
- Act as an advocate in the community, the Region and beyond in relation to matters under the mandate of the Committee and for the Township generally.
- Share expertise and opinions in a professional manner and listen respectfully when others are sharing their expertise and opinions consistent with orderly meeting conduct
- Promote community awareness of programs and opportunities for older adults.
- Where appropriate, actively seek input from others in the community in relation to matters under the mandate of the Committee in order to add to informed discussions in relation to matters that come before the Committee for consideration.
- Be prepared to volunteer on work groups, sub-committees and/or Task Forces when such actions are taken by the Committee.
- Declare a conflict of interest, if applicable, in any business being conducted.