

# **Brookwood Senior Citizens Activity Centre BCOAPO Branch #132**

## **Mission Statement, Policies and Procedures 2011**

### Mission Statement

- To participate in the BCOAPO's promotion and defense of the best interests of the senior citizens of British Columbia.
- To provide a facility and programs which keep seniors active and mobile and which promote social, cultural, physical, and intellectual participation and enrichment.
- To provide opportunities for seniors to create and share arts, crafts, and cultural activities in their community.
- To provide opportunities for seniors to mentor others
- To provide opportunities that foster inter-generational interactions.
- To promote volunteerism among seniors and other generations in support of the community as well as the centre.
- To support at least one charitable organization each year.

### Membership

- Open to all adults of legal age.
- Registration fee (as of 2013) \$30 due January first each year. Associate Member Fee: \$24
  - \$6 of the fee forwarded to BCOAPO as Per Capita Fee
- Members must sign and adhere to a "Code of Conduct" provided by the Township of Langley

### Meetings

- General Meetings will be held the first Tuesday of each month, at 10 a.m.
- Executive Meetings will be held the last Tuesday of each month, at 10 a.m.
- All members are welcome at both meetings but only Executive and Board members may vote at Executive meetings. Non-board members may ask to speak at the executive meetings.
- A copy of Minutes of each meeting will be made accessible to all members.

### Use of Facility

- Individual Members (who have been members for at least six months) may apply to the Executive for permission to use the hall for their special occasions such as birthdays, anniversaries, and memorial gatherings.
- Groups will not be held to the six-month registration.
- Members wishing to use the facility for special occasions must fill out a "Booking Agreement."
- Members booking the facility would accept full responsibility for security of the hall and damage to club property and cleanliness.

### Politics and Religion

- Political and Religious topics should be avoided at social functions.
- At meetings, political discussions should be limited to formulation of resolutions to be submitted to BCOAPO; to discussion of BCOAPO resolutions; and to the guidance of delegates to BCOAPO conventions.
- BSC will support information meetings that provide opportunities for seniors and other community members to voice their concerns and issues to government representatives and support agencies.

## Group Participation

- This is a volunteer-run facility. Unless each group contributes, the center will not function effectively.
- Each group is strongly encouraged to send a representative to general meetings
- Each group must provide an e-mail address or some other means of receiving minutes
- A representative for each group is responsible for communicating BSC minutes to their group
- Each group must make an annual report to the board which may include whatever the club feels appropriate and could include but not be limited to the following types of topics:
  - Activities the group has participated in and hopes to participate in the following year
  - Contributions to the center or the community
  - Report of numbers of participants
  - Upgrades needed to facility, supplies, equipment
- Each member must pay a drop in fee each visit. If possible, groups should arrange a method of paying the drop-in fee with treasurer.

## The Alarm

- Group leaders must be sure to learn the alarm procedure and ensure that the alarm is set when the building is left empty.
- Anyone booking the building for a special event must learn the alarm procedure.

## The Key

- Each group will be issued a key. Names of all key-holders will be recorded on master list to be kept in the office.
- Keys may not be duplicated without permission of the board.

## Facility Upkeep and cleaning

- members at large are asked to participate in keeping the building and grounds in good condition
  - stack Banquet hall chairs along stage wall
  - use waste bins for litter, organic bins for organic waste, recycle bins for recyclable materials.
  - sweep up after using the facility, including the stage if your use of facility creates more than normal fall out.
  - clean up any spills
  - wipe down tables and table cloths after use (not bleach)
  - put any used dishcloths or dishtowels in bin provided in each kitchen
  - check with maintenance crew about assisting with yard work
  - weed garden as you see necessary
  - inform provisioner of needed items on note board on Banquet Hall kitchen wall, giving provisioner plenty of time to restock item.
  - pass carpet sweeper over lounge carpet if you see the need
- kitchen use:
  - collect used cups and dishes, wash in dishwasher, put away
  - empty and rinse coffee urns and tea pots after each use
  - wipe down all counters with cleaning product (not bleach)
  - cover or tie kitchen waste bags. If full, take to outside bins.
  - Upper Kitchen:

Stack clean mugs on far left side of counter and cover with a clean dishcloth.

Put dirty mugs in dish rack over sink.

Stack empty trays on far right side of counter.

- wash full trays in dishwasher **Absolutely no hand washing** (Instructions on wall above dishwasher).
- keep all food (sugar, cookies, powdered creamer) in covered bins.
- Avoid leaving left-over food items in the refrigerators
- Date any items that must be left in the refrigerators and indicate to whom items belong.

### Fire Preparation

- All members must familiarize themselves with the location of exits, fire-alarm switches, and fire cannisters.

### Respect for other groups

- When two groups are using the facility, each group must avoid interfering with the other group
- Groups should, out of courtesy, let the other group know when they are leaving, to prevent any accidents with the alarm.
- Each group should keep group provisions in a marked bin and not use other groups' provisions.
- At all times, act in a cordial, respectful, courteous manner to other members.

### Parking

- leave fire-lane free
- do not back into perimeter parking spots
- do not park on the grass

### Spending Authority

- Purchases of goods or services in excess of \$200 must be referred to the earliest monthly meeting for approval.
- Emergency expenditures for security or safety of members, or general maintenance are exempted
- Purchases by club provisioner are exempted

### Private Selling of Merchandise

- Permission for displaying and selling items must be obtained in writing from the executive and an agreed-upon percentage of the proceeds is to go to the BSC organization.
- Donated items may be brought and displayed for members to purchase. Proceeds must go to general funds of the organization.