

Guidelines for City Relationship with Senior Advisory Councils

I. Background

Senior Advisory Councils (SACs) initiate, support and promote programs and activities for active adult 50+ populations (active adults) at City operated Community Centers (Centers) by working in collaboration with City of San Jose (City) staff responsible for operating the Centers (Center Staff). These Guidelines provide the framework for the relationship between City staff and SACs that do not have a written agreement with the City, including the handling of senior membership dues.

II. Shared Goals

SACs and City share the following goals:

- A. To promote community involvement and participation by active adults in Center sponsored activities and special events.
- B. To provide financial support for active adult programming as the Centers by conducting fund raising events and soliciting funds and/or donations to enhance the active adult opportunities offered through the Centers.
- C. To maintain an adequate line of communications between the SACs and City staff responsible for operating the Centers.
- D. To provide opportunity for a community voice in the development and implementation of active adult services offered by the Centers.
- E. To encourage creative programs that will stimulate leadership skills, awareness of social services, educational opportunities, and cultural and community awareness for active adults in the community served by the Centers.

III. City Role

- A. Center Staff will collaborate with SACs to coordinate events, classes and workshops to meet the recreational and social needs of the active adults at the Centers.
- B. City will collect and deposit senior membership dues in accordance with the City's cash handling policies.
- C. City will use senior membership dues collected by City exclusively for the Center for which the dues were collected. The membership dues are to be used exclusively for activities, services and purchases that benefit active adults using the Center for which the dues were collected.
- D. City will collect membership information and print membership cards.
- E. City will provide a monthly membership list for each Center to that Center's SAC.
- F. City will provide each SAC with a monthly financial statement that includes revenues and expenditures of senior membership dues for the prior month for the SAC for that Center.
- G. City will offer a member/non-member rate on active adult classes and programs offered throughout the City
- H. City will provide free meeting space at the Centers for SAC general membership and Board of Directors' meetings.

- I. Center Staff will consult with SACs on utilization of senior membership dues, including events and purchases to be funded using membership dues.
- J. Center Staff will collaborate with SACs on fund raising events to be conducted at the Centers to enhance the active adult opportunities offered through the Centers.
- K. Any SAC donation of money, goods or services to the City will be processed in accordance with City Council Policy 1-17 "Donation, Sponsorship and Fundraising Policy."
- L. Center Staff will be responsible for securing signed waiver/release forms from all SAC members who volunteer at the Centers.
- M. Center Staff will attend SAC meetings to provide monthly updates on the Center activities and active adult programs.

IV. Senior Advisory Council Role

- A. SACs will collaborate with Center Staff to coordinate events, classes and workshops to meet the recreation and social needs of the active adults at the Centers.
- B. SAC members may volunteer to assist Center staff with active adult programming at the Centers, including providing assistance to fundraising events.
- C. SACs will advise Center Staff on utilization of senior membership dues, including events and purchases to be funded using membership dues.
- D. SACs will maintain communication between Center senior members and Center Staff.
- E. SACs will notify the Center Staff of all SAC meetings at the Center. All SAC general membership meetings will be open to be the public.
- F. SACs will provide representation on the citywide quarterly Senior Advisory Group meetings.
- G. Any SAC use of space at the Center that is outside the scope of these Guidelines, including fundraising activities that are not City sponsored fundraising, shall be subject to the SAC obtaining a Facility Use Agreement and providing such insurance policies, endorsements, certificates and/or binders as required and approved as to form and content and in conformity with limits set by the Risk Manager of the City of San José for similar activities by other third party users of City owned or operated facilities.