



## Advisory Committee Charter

### **Mission**

The Silver Key Advisory Committee is established to help learn about older adult service and advocacy needs for seniors served by Silver Key. It is Silver Key's mission to serve in partnership with our stakeholders to support a healthy quality of life for seniors, allowing them to age safely with dignity and independence..

### **Purpose**

The primary purpose of the Silver Key Advisory Committee is to help inform the organization's leadership about the unique needs of the older adult demographic in the Pikes Peak Region. This is accomplished by:

- Providing insight and knowledge about value-added senior services that exist today and in the future for Silver Key to consider.
- Being advocates for all seniors in the Pikes Peak Region and to help the organization achieve the vision that the value, worth, and needs of all seniors are identified and honored.
- Identifying how Silver Key can enhance the successes of its programs in all service areas.
- Exploring older adult community concerns, solutions, and assisting with the implementation of accepted solutions; all while contributing to the overall benefit of senior health and wellness throughout Silver Key service areas.

As information is gathered and compiled, the Committee will provide minutes for presentation to the CEO or his or her designee and a briefing will be included in the CEO report. The minutes are "living documents" that outline the various elements assessed by the Advisory Committee as potential areas of attention and action; with each issue, there should be suggested solutions.

### **Membership**

The Advisory Committee shall consist of no fewer than three (3) and no more than eleven (11) members of recipients of Silver Key services and is chaired by the appointed member of the Silver Key Operations Board as a liaison.

### **Operations**

The CEO will designate a member of the Operations Board to serve as the Chair of the Advisory Committee for a term of one year and term limits will follow overall board schedule. The CEO is ex-officio of all Silver Key committees and may serve as Chair or define a designee in the event that the liaison is unable to serve.

Generally, the Committee shall meet the first Monday of every month at 10:30a at the Tri-Lakes Senior Center. Meetings will be facilitated by the Chair, announced in the calendar, and at the center, and all people are welcome to attend and participate. At some time in the future, the Committee may decide to meet less frequently and that will

be reflected in the minutes; the Committee Chair is responsible for the minutes, their dissemination to Committee members, and ultimate distribution to the CEO or designee.

### **Charter**

The Advisory Committee shall provide guidance and support to the President and CEO and his or her designee(s) through the Committee Chair, to help convey input regarding, at a minimum, proposed program changes, additional program suggestions, issues on the minds of members, recommended needs both physical and budgetary, etc. The Committee shall forward any recommendations for unbudgeted activities to the Committee Chair for passing along to the CEO or his or her designee.

Committee members shall assist the organization in creating awareness of the mission and establishing connections throughout the community through various channels of ambassador activities. The Committee shall also supply feedback as a “voice of older adults” as to what works and what doesn’t while incorporating suggestions for senior services overall.

### **Committee Authority**

Committee members are authorized to perform outreach activities to bring appropriate information to the Committee regarding the service operations of Silver Key. The Advisory Committee is not a voting committee and only the board liaison serves as the voting member of the operations board.