



Edmonds
Seniors Society

**EDMONDS SENIORS
SOCIETY (55+)
Group Leaders'
MANUAL**

Edmonds Seniors Society (55+)

Edmonds Community Centre 7433 Edmonds St V3N 1B1
Main line: 604.297.4838 Society line: 604-297-4902
edmonds.seniors.society@gmail.com

Ashif 604-297-4402
Krisztina 604-297-4403

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Edmonds Seniors Society Background

Edmonds Seniors Society was formed and registered as a charitable organization in 1987. It operates from Edmonds Community Centre, 7433 Edmonds Street, Burnaby, BC V3N 1B1.

The original building on Kingsway was closed in 2013 after 40 years serving the local community. The current Edmonds Community Centre was opened July 1st 2013. All programs, including the Edmonds Seniors Society, are now taking place in the new building,

The Centre is run by the Parks, Recreation and Cultural Services Department of the City of Burnaby. The City owns the building and pays for the unionized staff at the Centre: Complex Manager, Program Coordinator, Recreation Leaders, Recreation Clerks and Custodians.

A Seniors Society membership through the City of Burnaby entitles a member to be part of the *Society **only*** at the Centre from which the membership is paid. Multi-Centre memberships are valid for City-run programs at *any of* the seniors' facilities at the following Centres:

Cameron Recreation Complex
Edmonds Community Centre

Bonsor Recreation Complex
Confederation Community Centre

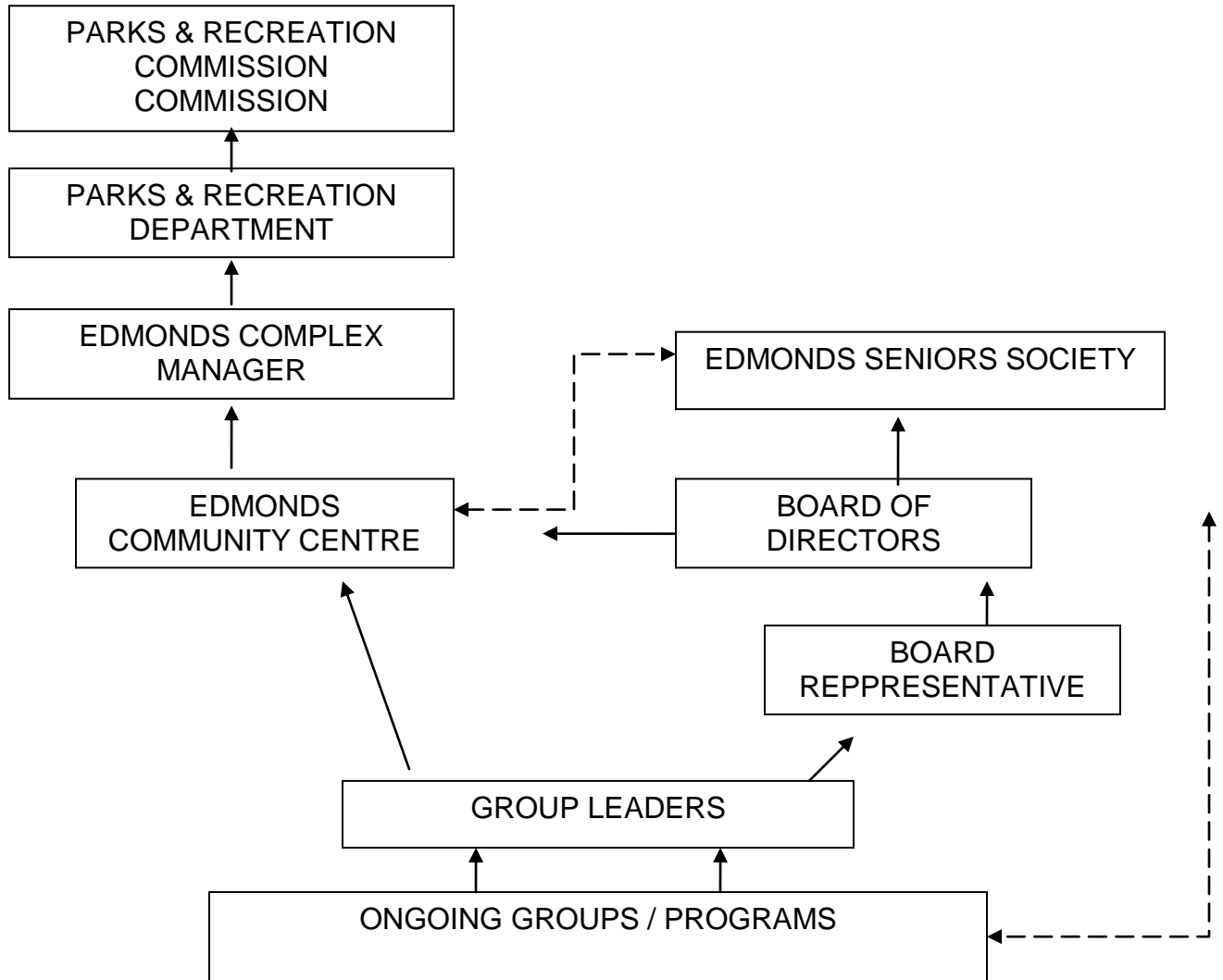
Edmonds Seniors Society exists to bring together persons interested in furthering the physical, social and educational programs of Edmonds Community Centre, and to enable us to help maintain the well-being and health of people aged 55+ in the community, in cooperation with the Burnaby Parks, Recreation and Cultural Services Department of the city of Burnaby.

The Society is run by a Board of Directors elected by the members at an Annual General Meeting. The Board elects a President, Vice-President(s), Secretary and Treasurer to run the day-to-day activities, in cooperation with the Burnaby Parks, Recreation and Cultural Services in the provision of programs and services for people 55 plus. Currently there are 1000+members.

Within the Society, there are many groups providing a variety of activities. Member groups hold annual elections to determine their leader and other committee members. Each group leader liaises with a Director of the Board.

The Society is funded by the members themselves via donation of a portion of annual membership fees or drop-in fees. Proceeds from bingo games, Edmonds Crafters sales and raffles also help. Additionally, donations from private donors and corporate sponsors are always appreciated and put to practical use.

Communications Matrix



Contact Information

Edmonds Seniors Society (55+)

7433 Edmonds St Burnaby, V3N 1B1 edmonds.seniors.society@gmail.com	604-297-4902
Front desk Fax machine	604-297-4838 604-540-7936
Manager Recreation Services – Cindy Chang cindy.chang@burnaby.ca	604-297-4899
Complex Supervisor – Howie Snyder howie.snyder@burnaby.ca	604-297-4833

55+ PROGRAMS

Coordinator of Recreation Programmes – Ashif Gulamhusein ashif.gulamhusein@burnaby.ca	604-297-4402
Recreation Leader 2 – Krisztina Carrier krisztina.carrier@burnaby.ca	604-297-4403
Recreation Leader 1 – Shally U shally.u@burnaby.ca	604-297-4404

Staff Areas of Responsibility

Manager of Recreation Services – Cindy Chang

Complex Manager of Edmonds Community Centre

Complex Manager - Howie Snyder

Overall administration of programs with Edmonds Community Centre

Coordinator of Recreation Programs – Ashif Gulamhusein

Coordinator of Raincatcher 55+ Lunch Program, arts & crafts programs, Osteo programs and various special events.

Liaison with: Society Board of Directors, AGM Committees and various sub-committees as necessary. Liaison with various ongoing member groups of Edmonds Seniors Society.

Recreation Leader Two – Krisztina Carrier

Coordinator of bus trips, fitness classes, yoga programs, dance programs, and various special events.

Liaison with: Society Board of Directors and various sub-committees as necessary
Liaison with various ongoing member groups of Edmonds Seniors Society.

Recreation Leader One – Shally U

Seniors Volunteer Coordinator

Publicity and promotion responsibilities

Assists with organization of special events.

Recreation Clerks

Perform clerical and reception duties at Edmonds Community Centre including; registration processing, pass and membership sales, waitlist management, telephone and in- person inquiries and general office duties.

Responsibilities of Group Leaders

TO PRODUCE ANNUAL FINANCIAL REPORTS

2 per year, end of June and November. Place in the Treasurer's folder in the seniors' lounge, send by email or, regular mail, or deposit in the Seniors' mail slot located in the lounge.

TO PRODUCE AN ANNUAL WRITTEN REPORT FOR AGM PACKAGE

Due December 15th for inclusion in the AGM package. Place in the Secretary's folder in the Senior Lounge, deposit in the seniors' mail slot, send by mail or email.

CANCELLATION of ACTIVITY

Inform 55+ staff and board liaison and notify regular attendees.

SOCIETY CONSTITUTION and BYLAWS

Edmonds Senior Society's Bylaws are posted in the 55+ Lounge. A copy is available on request. Be familiar with this document and encourage your members to be aware of its contents. All members are required to follow the Bylaws.

DEATH AND ILLNESS

Report illness and death of members to the staff. A card will be sent from the Society. The Sunshine folder is in the Seniors Lounge.

CHANGE IN LEADERSHIP

Inform your director and staff liaison of any changes in your group leadership, providing names and contact info. New Group Leaders need to go through the standard Volunteer Intake process before starting in the position.

MEETING ROOM

Ensure meeting rooms are properly booked through your director liaison. Sign the annual contract for room allotment and provide a diagram of the set-up you require.

MEMBERSHIP

Ensure all your members have an up-to-date memberships. Periodic checks are conducted with staff support. The group leader must hold a current Edmonds Seniors Society Membership.

COMMITTEE

Hold an annual group meeting to elect the group leader and committee. Invitation is required to be sent to your board and staff liaison to attend this annual meeting.

ANNUAL GENERAL MEETING

To attend the Edmonds Seniors Society's AGM and any Special General Meeting that may be called.

GROUP LEADERS' WORKSHOPS/MEETINGS

To attend all Edmonds Seniors Society's Group Leaders Workshops or Meetings that may be called.

Guidelines for Eligibility as a Member Group

- Groups are to have a minimum of 8 participants.
- Groups must be open to accepting new members of the public and have their program promoted in the City's Leisure Guide.
- Participants of the represented group must hold **current Edmonds or Multi Senior Memberships**.
- The group should have regular meeting space allotted within Edmonds Community Centre and have regular meeting times, no less frequently than once per month, for a minimum of two hours per meeting.
- New meeting spaces and time are determined in consultation with the City Staff and subject to availability and programming balance.
- All member groups must comply with the constitution and bylaws of Edmonds Seniors Society, especially noting Part 8 - The Management of Funds and Fund – Raising.
- Member groups' annual contributions help maintain resources and/or equipment owned by Edmonds Seniors Society e.g. computers, fitness or sport items, bingo equipment.
- **Any money generated by member groups of the Society belong to the Society.** Such money is to be used for the general benefit of the membership is subject to the approval of the Board of Directors.
- **All year-end residual monies of affiliated clubs and groups, after legitimate expenses as determined by the club or group, and approved by the Board of Directors, shall be turned over to the Society's general fund.**
- **Any fund-raising done by a member group must be approved by the Board of Directors.**

Advantages Enjoyed by Edmonds Seniors Society Member Groups

- An assigned staff liaison to help facilitate goal-planning, publicity & promotion, help with group dynamics and provide centre information.
- The support of Edmonds Seniors Society, offering the combined experience of an assigned group Director and members, financial management information, financial support if requested, charitable tax number should it be required to apply for raffle applications, donation receipts, etc.
- Reserved room space and equipment set-up. Advance notice of closures and special events which may necessitate relocation or postponement of regular meeting time.
- Access to Edmonds Seniors Society and Edmonds Centre resources and equipment, e.g. copier, audio-visual equipment, flipcharts.\}
- Promotion in the City of Burnaby's Leisure Guide and Edmonds Edge newsletter.
- Liability and accident insurance coverage for volunteers.
- Opportunities for training and development of not-for-profit directors' skills.
- Access to Burnaby's database for requesting and being matched up with potential volunteers.
- Group leaders with minimum 35h (annually) qualify to join volunteer recognition event(s).

How the Board of Directors Assists Group

Board Liaisons:

- assist with any disputes or disagreements between group members.
- assist with any group elections.
- attend group meetings as required to represent Edmonds Seniors Society, including annual group meetings
- provide assistance to groups as needed.

Financial Assistance: Send a letter with a completed Edmonds Seniors Society Application for Funds to your board liaison. A template form is located at the back of this manual. You may request a copy from our office on display in the Senior's Lounge.

Edmonds Seniors Society (55+) Member Group

Volunteers

What to do if you need more volunteers?

- Contact Recreation Leader 1 and inform them of your request
- Include details such as...
 - Name of your group that is looking for volunteers
 - How many volunteers are required
 - When do you need volunteers by (date)
 - Volunteer description/write up of responsibilities
 - What is the time commitment (e.g. 3 months)
- Once request is given, the volunteer position is posted and suitable candidates are pursued

Volunteer recruitment

- Volunteer positions are posted on the **Better Impact and www.burnaby.ca/edmonds55+volunteers** websites.
- All new volunteers are required to fill out a volunteer application online now at **myvolunteerpage.com**
- Volunteers are asked to come in for an informal interview once the online application is completed.
- Volunteers 19yrs and older will be required to complete a Criminal Record Check (CRC) (all fees are charged to the City) and instruction letters about Criminal Record Checks and reference letters are given to volunteers at the time of interview
- Once the Criminal Record Check has cleared and both reference checks (2 references) are received, the new volunteer is ready for an orientation
- The Recreation Leader will pass along information to Group Leaders about new volunteers who have had their centre orientation and are looking to volunteer with their groups

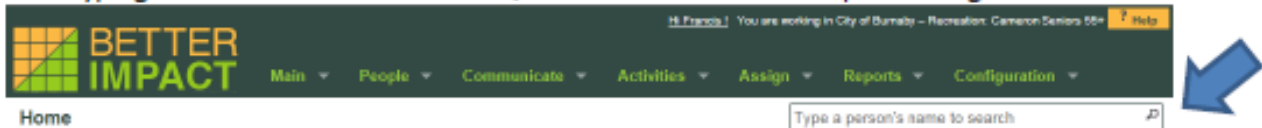
Volunteer Hours

- All volunteers are responsible for recording their hours each time they volunteer for Edmonds Seniors Society (55+) for safety and liability reasons, as well as tracking for statistics and recognition.
- Group Leaders and Directors are requested to record **only** their volunteer times (those hours, or portions thereof) *involved directly with the facilitation of their group's or Board's administration.*
- Example: if you are participating for 2 hours in an club activity, and spend 15 minutes on duties benefiting the entire club, e.g. distributing paperwork or setting-up equipment, then **.25** of an hour is to be entered in the Volunteer Binder located in the Seniors' Lounge, 2nd drawer from the left under the windows. Volunteer hours can also be recorded online (see staff for assistance).
- Once hours are recorded in the Volunteer Binder, they will be then entered into our volunteer software program (Better Impact)
- If you have questions about your hours or require additional information please contact the 55+ area Recreation Leader 1.

Better Impact: Senior Services Organization How to Enter in Hours for Volunteers

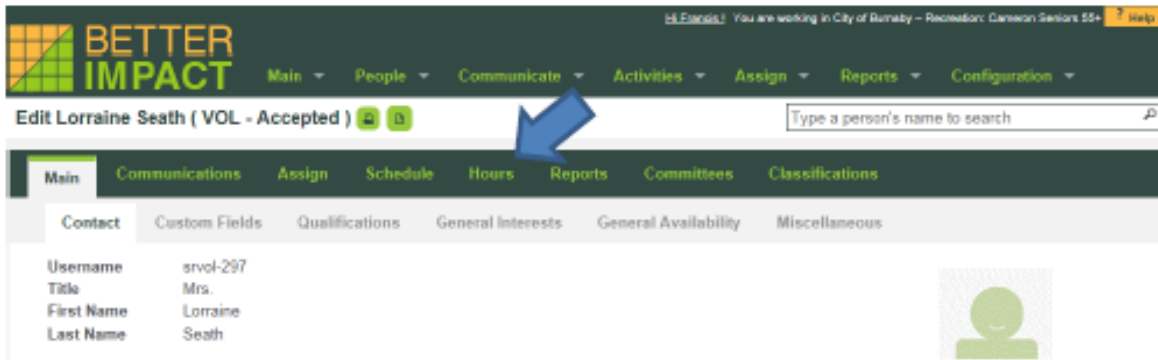
Log Hours for One Person

Start typing the volunteer's name in the Quick Search bar near the top on the right side of the screen.

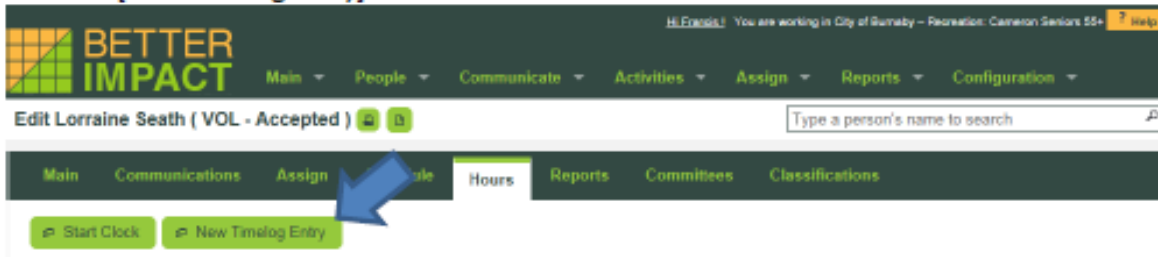


Click on the volunteer's name when it appears in the list

Click on the Hours tab



Click the [New Timelog Entry] button



Select the Activity from the drop-down list

Enter the date volunteered

Enter the number of hours worked. Enter the minutes as a decimal number (e.g. 15 minutes = .25, 30 minutes = .50, 45 minutes = .75).

Click the [Save] button

Program and Group Promotions

Making Posters

Edmonds Staff will be happy to help Groups make a sample poster to promote their group or an upcoming activity. Please remember the following:

We are happy to help you **once**, and then we encourage groups to make their own posters by following the example and these guidelines:

- You must include a Society Logo
- Include group name, dates, time, cost, contact name and phone number, short description, etc.
- Cut off dates if applicable

Photocopies

You may discuss your photocopying needs with the Executive of the Edmonds Senior's Society. Please check office hours posted on the Seniors Society Office's door or contact them by email, phone or leave your material with clear notes in the folder in the 55+ Lounge. Please allow up to one week for copies to be completed.

Press Release to Local Papers

Once a month we send information to local, free publications such as the Burnaby Now and the News Leader. These papers are free and post information as they see fit. If you would like your information sent out to the papers we encourage you to follow this format:

Health Watch Program

Description: Write up a very short description if you choose.

Date: Thursdays ongoing (no program in July)

Time: 10 - 11:45am

Location: Edmonds Community Centre, 7433 Edmonds St, Burnaby, BC

Cost: By donation.

For more information please call 604-297-4901

- Information is needed at least *one month* prior to event.
- Print out on your own letter head and create a fax cover sheet. **We have found it is much more effective for groups to send their own information to the newspapers. It is more likely to be included in the publication.**
- When your information is ready, please bring to the front desk with a note attached: "Attention: **Recreation Leader 1** - Please send to local papers."
- Please remember: due to the fact that these are first come first serve, free publications, there is NO GUARANTEE that your information will be included.

Matters to be brought to City Staff

- 1) **Incidents and discipline Matters:** inform staff of any equipment defects, safety hazards, discipline incidents, accidents.
- 2) **Keys:** must be signed out and returned to the front desk. Return promptly if you accidentally take it out of the building.
- 3) **Room Allotment Contracts:** must be reviewed and signed by the group leader and returned to the front desk. Centre is closed on Christmas Day only.
- 4) **Set-up Diagrams:** for room use must be drawn up and handed to your staff liaison. The custodial staff uses these to prepare the room for the group.

Emergency Procedures

If an emergency occurs please report to staff at the Front Desk. They will assess the problem and call for necessary help.

FIRE ALARM

- Follow the posted instructions in your room.
- Clear the rooms of all the people and close all doors behind you.
- Check that all persons are out.
- Report to a staff person that all participants are safely out of the complex.

EARTHQUAKE

- Ensure that you and your members are familiar with the following procedures:
- Stay indoors
- Take cover under a table or wherever possible
- Stand or sit against an inner wall, (not a glass wall) covering your head.
- Report to a city staff on the status of your group members.

THEFT

- Report a stolen item to a staff member. If an automobile or wallet has been stolen, staff will assist with a call to the RCMP.

LOST ITEMS

- Items forgotten at Edmonds are left at the front counter for the day. The following day they are placed in the Lost and Found cabinet on the main floor. Ask for the key at the front desk. Valuables (watches, jewelry, glasses) are kept in a drawer at the front desk.

FORMS

The following forms are templates only. You may request what you need from your director liaison, or place a request in the Request folder in the Senior's Lounge.

Annual Group Budget Sheet

Group Name: _____

Period: January 01 to December 31, _____

Sources of Income: (e.g.: Club fees, drop-in fees, donations, funds carried over, etc:

<i>Item:</i>	<i>Amount:</i>
1. Funds Carried Over from prior Year:	_____
2. Club Fees (Members)	_____
3. Drop In fees: Society Members:	_____
4. Drop In Fees: Non Society Members:	_____
Total:	\$ _____

Projected Expenses:

Note: Expenses must be related to group activities or facility improvements as per ByLaws. Any other expenses must be submitted on a separate sheet or on the back of this page, which will be subject to approval by the Board.

1. Contributions to the Society:	_____
2. Bank Charges: (if applicable)	_____
3. Administration (Paper, Pens, Etc)	_____
4. Club Supplies: (list on the back or separate sheet of paper:	_____
5. Meals/Refreshments:	_____
6. Membership Fees: (List League, Council, etc)	_____
7. Other (list on back or on separate sheet)**	_____
Total:	\$ _____

***For large expenditure submit an application for funds.*

Please submit completed form to the Society's Treasurer no later than 15th December 2018 in order to confirm your Group's Room Allotment.

NOTE: Any significant changes to the group's budget occurring during the year should be reflected to the Treasurer and Board of Directors as soon as possible!

Application for funds

For fiscal purposes, the Board would encourage applications for financial assistance to be submitted before the November Board Meeting. However, special requests will be considered on an ongoing basis.

Please state the purpose of your group and what services you provide the members of the Society:

Contact name: _____ Phone# _____

How much funding are you requesting for your group?

What will these funds be used for?

For funding requests over \$150.00, please provide 3 quotes:

Which quote does your group prefer and why?

If possible, please report in 90 days how the funds were used.

SAMPLE AGM REPORT

Carpet Bowling AGM Report 2018

The Carpet Bowling group meets twice a week here at Edmonds Centre throughout the year. Our activities have been well attended and we currently have 50 members.

We had our annual summer and Christmas parties here at Edmonds Centre, with food and refreshments catered through Edmonds Food Service. One of our members, Joe Smith, celebrated his 90th birthday this past March and is still faithfully attending our fun group and providing lots of tips to the newer members.

We would like to thank Edmonds Seniors' Society and Edmonds Community Centre for all their help and support throughout the year.

Submitted by



Request for Copies

Group: _____

Date: _____

Number of Copies: _____

Name: _____

(please print)

Signature: _____

Please 1 week before picking up.

Volunteer Posting Request

Member Group: _____

Contact Person: _____

Phone: _____

Email: _____

Volunteer Position Title: _____

Number of Volunteers Required: _____

Day: _____

Time of Day: _____

Description of Position:

Benefits of

Volunteering: _____

Skills and experience required:

Languages required (Other than English)

Please forward this form to Shally U!