

PROPOSED BYLAWS of the AD HOC SENIOR PROGRAM ADVISORY COMMITTEE

Purpose and Charge

As the ad hoc Senior Program Advisory Committee (the “ASPAC”), lead the visioning of an expanded and improved Senior Program, review information via presentations and discussions at committee meetings and make a recommendation to the Parks and Recreation Commissioners regarding the implementation of the following objectives:

- *Reposition operational oversight and management of the Ashland Senior Program back to the Recreation Division of APRC*
- *For a period of three to five months, focus on re-designing the Senior Program to make it more robust and more inclusive:*
 - *Ensure that throughout the transition, core services are preserved and the Center is open and accessible for seniors for scheduled appointments and classes and for drop-in visits.*
 - *During the transition period, develop a plan for invigorating and expanding the Senior Program and present it to the Commissioners for review.*
 - *Perform multiple open house events and conduct a survey of the Ashland citizens covering all aspects of the Senior Program.*
- *Implement the plan for increasing recreation and other program offerings to better serve the senior population, and revise Senior Center functions, staffing and job descriptions accordingly.*
- *Throughout the process of reorganization and review, explore options to increase revenue to offset a portion of the costs associated with the expense of operating and maintaining the Senior Program*

The ASPAC will serve the Commissioners of APRC in making recommendations on the aforementioned objectives. The ASPAC will be appointed by the Chair of APRC and will serve for a period of about three – five months while reviewing information and forming its recommendations. At the point when the ASPAC officially make its recommendation to the Commissioners, the ASPAC’s duties shall be fulfilled. APRC may provide a facilitator to help manage meeting topics and organize the ASPAC’s agendas and final recommendation.

Appointments and Makeup of ASPAC

The Commission Chair shall have the authority to appoint the members of the ASPAC. The makeup of the members shall be as follows:

1. APRC Commissioner
2. APRC Commissioner
3. City Councilor
4. Ashland at Home Representative
5. OLLI Representative
6. RVCOG Representative

7. Citizen Member
8. Citizen Member
9. Citizen Member

Staff Liaisons

1. APRC Recreation Superintendent, Rachel Dials
2. APRC Director, Michael Black
3. City Administrative Staff Representative (as needed)

Election of Officers and Scheduling

Chairperson and Vice Chairperson. At the first meeting, the ASPAC will elect a chair and vice chair by motion. The chairperson will convene and preside over meetings of the ASPAC. The chairperson must be a member of the ASPAC. The vice chairperson will act as chair pro-tem in the absence of the chair and must be a member of the ASPAC.

Agendas and Scheduling. The chairperson will work with staff representatives and the facilitator, if one is used, to organize meeting agendas and propose schedules for meeting.