

# **Bay Area Senior Advocates**

## **Structural Guidelines**

Bay Area Senior Advocates (BASA) is a blend of both public and private organizations, and consumers working together for the good of older adults, families and caregivers in our region. Recognizing the various purposes and goals of the membership, BASA has developed the following structure to help guide and efficiently utilize the expertise of the members.

### **1. MISSION**

The mission of the Bay Area Senior Advocates (BASA) is to support and enrich the lives of older adults through collaboration.

### **2. FUNCTION**

BASA provides an open forum for all member organizations to share information and discuss concerns related to items which affect older adults. The following key areas have been identified by BASA for advocacy and action by this collaborative (see BASA White Paper).

- A. Connection to Community
- B. Long-term Care
- C. Transportation
- D. Housing
- E. Senior Abuse and Exploitation
- F. Health and Wellness

**A. Annual focus:** Although each broad topic area merits attention, BASA selects one specific issue around which to focus its efforts annually.

**B. On-going activities:** In addition to acting in an advocacy capacity to productively impact the “annual focus”, BASA provides support for several established senior programs which are perceived by BASA to have a valuable impact on the senior community in Grand Traverse and Leelanau Counties (i.e. Senior Expo; Camp 911).

### **3. STRUCTURAL FRAME WORK**

BASA is an advocacy group, which provides a forum for each member to have an impact through volunteerism, legislative advocacy and organized efforts. BASA provides a unique opportunity for organizations serving older adults by coming together for common purposes.

## **A. Membership**

Membership is accomplished by submitting an initial application, attending an orientation session, paying the established membership fees and active participation thereafter. Persons interested in membership may apply at any time during the year.

Member participation is voluntary and encouraged.

Voting authority: Where action requires a formal vote at the full BASA meeting, each member (member organization) receives one vote for each paid membership.

Membership dues: Shall be set by the Steering Committee. Dues must be paid for upcoming year by September 30<sup>th</sup> to be considered a member in good standing. Members joining after the commencement of the fiscal year will be considered members in good standing upon completion of the membership activities noted above, including payment of their membership dues.

## **B. Fiscal Management**

BASA is not a 501 © 3 organization, therefore, it partners with a current member to perform fiduciary functions. Currently, a letter of understanding exists with Disability Network/Northern Michigan. BASA utilizes an annual budget approved by the organization and follows these general principles related to fiscal management:

1. Expenditures not included in the approved budget must go to the Steering Committee for approval.
2. Members/Committees that wish to spend BASA funds of \$1,000 or more for BASA sanctioned-activities must obtain two to three bids from prospective vendors. Bids will include, but not be limited to price and references.
3. Financial Procedures (TBD) will guide all transactions on behalf of the organization.

## **4. LEADERSHIP**

### **A. Steering Committee**

The purpose of the Steering Committee is to provide a framework for the organization through which to carry out the BASA Strategic Plan.

The Steering Committee will:

- Empower various committees to take action.
- Keep the organizational process focused.
- Approve the use of the organization's resources, using the budget as a guideline.
- Receive requests to utilize both financial and other organizational resources of BASA and assist in keeping them in budget and aligned with the strategic plans of BASA.
- Approve expenditures up to \$500 over approved budget.

The Steering Committee meets on a regular basis. Attendance at the Steering Committee is open to all BASA members.

The Steering Committee is made up of the following offices, plus the current chair of each Working Committee:

1. Chair: responsible for overall management of the organization including producing meeting agenda and facilitating meetings.
2. Chair Elect: Responsible for administrative tasks to facilitate meetings and projects as needed. The Chair Elect serves for a 1-year term preceding their 1-year term as Chair.
3. Secretary: Responsible for taking minutes and some communications.
4. Treasurer: Responsible for overseeing financials.
5. Immediate Past Chair: Responsible for management of strategic directions. This position serves for 1-year immediately following the 1-year term as Chair
6. Communications Coordinator: Responsible for distribution of BASA meeting notices, minutes, member communications to full membership

All offices are elected for a one year term, with the provision that if no member steps forward to accept leadership for any office, the current member may remain in the office.

The voting procedure is as follows:

1. To have quorum, enabling a vote, five voting members must be in attendance.
2. Every member has one vote, including the Working Committee chairs.
3. The Steering Committee may do one of the following when addressing recommendations brought forward by Committee / members:
  - a. Take no action on the recommendation.
  - b. Request further information or work on the recommendation by the Working Committee.
  - c. Take the recommendation to the full BASA membership for consideration.

## **B. Working Committees**

Working Committees are derived from the Strategic Plan. Currently there are three active committees responsible for the three priorities of the strategic plan. Sub-Committees may be created by Working Committees for specific projects, programs or initiatives. A complete list of committees is updated annually and appended to this document.

1. Capacity Committee: Strengthen BASA's capacity for action.
2. Programming/Marketing: Heighten awareness of senior issues and increase action.
3. Advocacy: Integrate senior issues with community planning.

Working Committees conduct their activities outside of the full BASA and Steering Committee meetings, bringing any recommendations to the Steering Committee for consideration.

Ad Hoc committees may be appointed as needed to address current needs and also bring their recommendations to the Steering Committee.

The Steering Committee forwards recommendations to the full membership following its review.

### **C. General Meetings**

1. Are chaired by the current organization chair (or the immediate past chair if the chair is unavailable) using Roberts Rules of Order.
2. Will be held on the third Wednesday at 9:00 a.m., except for May and September.
3. Working Committee chairs report on progress of their committee and any active sub-committees.
4. Agendas are available on the BASA web site.

#### Additional Meeting Protocols:

- Guests or first-time attendees are acknowledged by the chair at each meeting.
- On a rotating basis, BASA members have the opportunity to deliver a 5-minute presentation to the membership about their business or organization. Up to three members may present at each meeting. The schedule of presenters is maintained by the Communications Coordinator.
- Presenting organizations may distribute literature to members prior to their presentations. Non-presenting members may display literature in the designated area only.
- Each member has the opportunity to make a brief announcement that is of interest to the membership at each meeting.
- Members are encouraged to use time before and after each meeting for networking with their BASA colleagues.

## 2010 COMMITTEES

1. Capacity Committee: Strengthen BASA's capacity for action.  
Sub-Committees:
  - a. Nominating
  - b. Membership
  - c. Organizational Structure
  - d. Annual Meeting
  - e. Education
  
2. Programming/Marketing: Heighten awareness of senior issues and increase action.
  - a. Senior Expo
  - b. Marketing/Community Presence
  - c. Recognition
  - d. Camp 911
  - e. Grants
  
3. Advocacy: Integrate senior issues with community planning.
  - a. Annual Focus
  - b. Senior Support
  - c. Senior Center
  - d. Legislative News