

PARKER SENIOR CENTER OPERATIONS MANUAL

December 2025

Revision January 2026

SECTION 5- STANDING COMMITTEES

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A. **Current Standing Committees:** All individuals serving on standing committees are non-paid volunteers.

1. Audit Committee
2. Budget and Finance Committee
3. Bus/Trips Committee
4. By-Laws/Operations Manual Committee
5. Disaster Preparedness and Safety Committee
6. Document Retention Committee
7. Donations Committee
8. Election Committee
9. Facilities Committee
10. Front Office Committee
11. Fund Raising Events Committee
12. Grants Committee
13. Long-Range Planning Committee
14. Membership Committee
15. Personnel Committee
16. Sunshine Committee
17. Volunteer Committee
18. Other Ad Hoc Committees that may be organized by the Board in the future

B. **BOARD LIAISON ASSIGNMENTS:** Each standing committee shall coordinate its activities with the Board appointed liaison. The liaisons to the current standing committees are as follows:

1. **Marie Glees:** Front Office, Bylaws/Operations Manual, Election
2. **Tom Frame:** Long Range Planning, Document Retention, Communications.
3. **Jim Noon:** Grants, Budget and Finance
4. **Debbie McHenry:** Bus/Trips, Personnel
5. **Kam Breitenbach:** Volunteer, Membership, Sunshine
6. **Jim Austin:** Fundraising Events, Donations
7. **Tim Cattrysse:** Audit, Disaster Preparedness and Safety, Facilities
8. **Assigned as Needed:** Ad Hoc Committees

C. **STANDING COMMITTEE CHAIRPERSON JOB DESCRIPTION**

1. **Purpose and Supervision:** Leads committee operations, ensuring that meetings run smoothly, members stay engaged and activities align with PSC goals. It requires coordination with the Board liaison, adherence to confidentiality, and at least six months of good standing as a PSC member.
2. **Responsibilities:**
 - a. Prepare the committee meeting agenda, distribute it to committee members, and facilitate meeting discussions,
 - b. Ensure compliance with PSC policies.
 - c. Encourage participation and collaboration of committee members.

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- d. Prepare written reports to the Board as appropriate, including the required annual written report.
- e. Evaluate committee performance.
- f. Conduct conflict resolution.
- g. Learn the Schedules Plus membership database and use it as appropriate for the specific committee.
- h. Others as needed

3. Preferred Qualifications:

- a. Effective communication and interpersonal skills.
- b. Leadership and impartiality
- c. Effective time management skills
- d. Strategic thinking.

D. AUDIT COMMITTEE

1. **Committee Composition:** The Committee shall include at least one Outside Director and one PSC member in good standing, with a minimum of three members total. The Chair is appointed by the Board President or elected by the Committee, and a Secretary shall be designated to record meeting minutes. The committee shall coordinate its activities with the Board appointed liaison.
2. **Purpose:** Oversee financial aspects of PSC accounting policies, internal financial controls, financial reporting, internal and external audits, and compliance functions.
3. **Duties:**
 - a. Review and assess PSC financial operating functions and procedures.
 - b. Review the monthly, quarterly, and annual financial reports.
 - c. Review and minimize risks and exposures.
 - d. Present results of internal and external audits to the Board.
 - e. Determine effectiveness of PSC to monitor compliance with laws and regulations, preparing or causing the preparation and filing of financial reports.
 - f. Select, appraise, and recommend to the Board an independent CPA firm to provide audit/financial review functions.
 - g. Other duties as needed.
4. **Preferred Qualifications:**
 - a. Knowledge of PSC activities and operations.
 - b. A solid knowledge in business and finance, including the ability to read and understand not-for-profit financial statements.
 - c. Understand internal accounting control concepts.
 - d. Understand compliance requirements for non-profit organizations.
 - e. Commitment to maintaining the confidentiality of PSC-related information.

E. BUDGET AND FINANCE COMMITTEE

1. **Committee Composition:** The committee shall have a minimum of three (3) members in good standing and will coordinate their activities with the Board appointed liaison. The Board Treasurer shall serve as the committee chairperson.
2. **Purpose:** Provide strategic oversight of PSC financial health and ensure that resource usage is aligned with PSC goals.
3. **Duties:**

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- a. Develop and monitor the proposed annual budget.
- b. Ensure that the proposed annual budget reflects realistic projections and program priorities.
- c. Provide monthly balance sheet and year-to-date budget vs actuals reports to the Board at the monthly Board meetings.
- d. Establish internal controls to safeguard financial assets.
- e. Ensure compliance with legal and regulatory requirements.
- f. Support audit or financial review processes, if applicable.
- g. Promote transparency and ethical financial practices.
- h. Support long-range financial planning, including reserves, investments, and risk management.

4. Preferred Qualifications:

- a. Familiarity with creating and monitoring budgets.
- b. Understanding of internal controls, fraud prevention, and financial accountability.
- c. Experience in accounting, finance, or business management.
- d. Knowledge of nonprofit financial reporting standards, e.g., Form 990, restricted funds, and grant compliance.
- e. Ability to translate financial data into actionable insights for non-financial Board members.
- f. Commitment to maintaining the confidentiality of PSC-related information.

F. BUS/TRIPS COMMITTEE:

1. **Committee Composition:** The Bus/Trips Committee includes a Chairperson, Trip Coordinators, Drivers, and a Board liaison. The Center Manager may serve in an advisory capacity as needed. Membership may fluctuate based on volunteer availability. Tenure is open-ended, subject to individual discretion and the Code of Conduct.
2. **Purpose:** Plan, coordinate, manage, and host excursions/trips for PSC members to provide social interaction, entertainment, and educational opportunities for PSC members.
3. **Bus/Trips Chairperson:** This volunteer role, selected by the committee, shall be one of the trip coordinators. Chairperson duties are as follows:
 - a. Plan and manage bus trips, establish trip cost, date, time, and driver. Planning shall include establishing trip cost, date, time, and trip driver. Information regarding each trip shall be submitted to the PSC Assistant Manager for publication in the monthly newsletter.
 - b. Chair monthly bus trip meetings.
 - c. Assist Trip Coordinators in planning bus trips.
 - d. Help find substitute Drivers & Trip Coordinators when necessary.
 - e. Review trips planned by other Trip Coordinators as appropriate.
 - f. Assist with monthly trip sign-ups.
 - g. Attend PSC Board meetings quarterly or upon request.
 - h. Assign a trip coordinator to prepare and distribute meeting minutes of the monthly meetings.
 - i. Assign a Trip Coordinator to maintain and manage the "Three Strike" rule list.
 - j. Other duties as needed.
4. **Trip Coordinator:** This volunteer role—encompassing both Trip Coordinator and Bus/Trips Chairperson—is appointed by the Committee as needed. Responsibilities include:
 - a. Plan and manage bus trips, establish trip cost, date, time, and trip driver.
 - b. Submit monthly trip plans, costs, and drivers to the PSC Center Manager. This information shall be published in the PSC monthly newsletter.
 - c. Assist with proofing trip descriptions prior to newsletter publication.
 - d. Attend monthly Bus/Trips Committee meetings.

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- e. Assist with monthly trip sign-ups.
- f. Notify chairperson when unable to attend any meeting or bus trip.
- g. Notify all Drivers of trip availability, unless preplanned with a specific driver.
- h. Confirm with the Chairperson any trip changes prior to trip, i.e., change of driver.
- i. Prepare and submit all formatted monthly trip signup sheets to Center Manager prior to signups.
- j. Submit all receipts for meals, tickets, and other expenses to the Center Manager.
- k. Submit reimbursement forms for expenses over approved amount. i.e., \$25 meal reimbursement.
- l. Set up, maintain, and edit all changes for all trips in the SchedulesPlus database.
- m. Prepare and distribute meeting minutes of the monthly meeting to the Center Manager, the Board liaison, all drivers, and all Trip Coordinators.
- n. Maintain and manage the “three strike” rule when assigned.

5. Trip Driver: This volunteer role is filled by Committee appointment as needed. Before serving, prospective Drivers must complete a driver orientation, pass a road test with a current Driver, and submit a valid license and proof of insurance. Responsibilities include:

- a. Be responsible for bus safety and maintain bus in good running condition.
- b. Maintain a safe driving record.
- c. Assist in keeping the buses fueled and clean.
- d. Coordinate the planned route and all stops, to include lunch and rest stops, with the Trip Coordinator.
- e. Maintain an adequate supply of bottled water in the bus and van. Keep the cooler clean.
- f. Complete the bus drivers’ checklist for each trip. Submit the completed checklist to the Center Manager and note any bus problem.
- g. Report any vehicle problems or safety issues to the chairperson and the Center Manager.
- h. Secure the bus keys and credit card in locked locker after each trip.
- i. Attend monthly Bus/Trips Committee meetings. Notify chairperson if you are unable to attend.
- j. Note on the Drivers’ Checklist about any bus or van problems.
- k. ALL drivers shall keep the buses in good running condition. Report any vehicle problems or safety issues to the Committee Chairperson and to the Center Manager.
- l. Other duties as needed.

6. Sign Up Policies and Procedures: The list of trips available for sign-up on the next Signup Day is published in the newsletter. On the first Tuesday of each month from 1:00 p.m. to 2:30 p.m. at PSC a member in good standing may sign up for only three (3) trips during the sign-up day process

- a. **Place in Line** - Upon arrival at PSC the member will draw a random number from a container. This number will determine their place in line.
- b. **Signing up** - When their number is called, they may proceed to sign up for the trips they want and for one other person.
- c. **Payment** - Full payment is required for all trips that are signed up for. If not paid, their name will be deleted.
- d. **Additional trips:** A member may return to PSC at any time later to sign up and pay for more trips, if available, for themselves and one other member.
- e. **Waitlist:** Any person may sign up on the waitlist if the regular list is full. If there is a cancellation, a member on the waitlist will be notified in sequential order. Do not pay for the trip until the Trip Coordinator confirms.
- f. **Cancellations and Refunds:** To cancel a trip, call the Trip Coordinator. Bus fares and credit card surcharges are non-refundable. Refunds for tickets/admission will only be given if the committee is able to fill the seat. At least 48-hour notice is required to attempt to fill the seat. If cancellation is due to illness, injury, or funeral, a member may qualify for a refund which must be claimed within 60 days. Refunds which are not claimed within 30 days will be donated to the PSC new Bus Trips fund.

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- g. **Three-Strikes Rule:** Members who cancel or cancel or no-show for three trips within a three-month period will be suspended from bus trips for the following three months. After the suspension, they may resume sign-ups; however, another three-month suspension will apply if the pattern repeats. Exceptions may be made for illness, injury, or bereavement.
- h. **Participant Qualifications:** Bus trip participants must be self-sufficient and free of mobility issues, as staff and fellow travelers cannot provide assistance. Please review trip details—if it involves extensive walking, fast-paced movement, or uneven terrain, do not sign up unless confident in your ability to participate safely. Caregivers are welcome but must register and pay. PSC reserves the right to decline participation due to observed mobility, fall risk, or safety concerns.
- i. **Day of Event:** Members should arrive 15 minutes before departure time. The bus leaves promptly on time and will not wait.
- j. **Handicap Limitations:** The bus only accommodates WC19 compliant wheelchairs. Bus drivers and trip coordinators are not trained to assist. A member may bring their own caregiver, who does not have to be a member, but they must sign up and pay for the trip.

7. Reimbursements for Drivers and Trip Coordinators:

- a) For trips over 10 miles, meal reimbursement up to \$25 is allowed.
- b) For trips less than 10 miles, there is no meal reimbursement.
- c) Tickets for entry/admission to trip events will be at no cost to the Driver or Trip Coordinator.
- d) For trips with meals over \$25, the Driver and Trip Coordinator will be reimbursed for up to \$25. Any cost beyond that must be repaid to PSC by the individual.
- e) On overnight trips, the Driver and Trip Coordinator receive the same accommodations as paid riders at a 50% discount, plus up to \$25 per meal per day in reimbursement.

G. BYLAWS/ OPERATIONS MANUAL COMMITTEE

- 1. **Committee Composition:** The committee shall have a minimum of three (3) members in good standing, plus the Board liaison, with the chairperson appointed by the Board President or elected by the committee members. A secretary shall be selected to record minutes of meetings.
- 2. **Purpose:** Update and maintain the PSC Bylaws and Operations Manual.
- 3. **Duties:**
 - a. Review bylaws annually.
 - b. Solicit input from members and the Board on relevant matters for consideration during the review process.
 - c. Research the Bylaws of other nonprofit organizations in the area and organizations that provide similar services.
 - d. Collect any new organizational policies and procedures for inclusion in the Operations Manual and/or reference in the Bylaws.
 - e. Where policies and procedures do not exist, the committee shall draft wording to address the issue, then submit it for approval by the Board, and then to the full membership for approval.
 - f. Process proposed modification to the Bylaws.
 - i. Any member in good standing may submit proposed bylaw changes.
 - ii. The committee shall review the proposal and forward it to the Board,
 - iii. If approved, the proposed change must be ratified by a two-thirds vote of members present at a membership meeting, provided a quorum of 10% is in attendance.
 - g. Other duties as needed.
- 4. **Preferred Qualifications:**
 - a. Effective organizational, communication and interpersonal skills.
 - b. Good composing, writing, and editing skills.

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- c. Ability to maintain an established document layout and format for consistency and readability.
- d. Commitment to maintaining the confidentiality of PSC-related information.

H. DISASTER PREPAREDNESS AND SAFETY COMMITTEE

1. **Committee Composition:** The committee shall have a minimum of three (3) members in good standing, plus the Board liaison, with the chairperson appointed by the Board President or elected by the committee members and a secretary to prepare and record minutes of the meetings.
2. **Purpose:**
 - a. Develop and implement a comprehensive disaster plan for PSC.
 - b. Identify potential emergencies and disasters and plan for proper responses.
 - c. Establish partnerships with other nonprofits and municipal agencies.
3. **Duties:**
 - a) Define mission essential functions based on each type of emergency or disaster.
 - b) Create a list of key contacts at PSC, government agencies and first responders.
 - c) Conduct interviews with PSC directors, staff, volunteers, and members.
 - d) Secure and protect organizational, administrative, and financial records.
 - e) Establish a decision-making process for plan activation.
 - f) Determine constraints related to unique operation issues, technology, personnel factors, or resources limitations.
 - g) Develop checklists for insurance, committee/team action, communications, building, evacuation, technology safeguards, and warning systems.
 - h) Identify requirements and procedures for communication with PSC members.
 - i) Conduct training and drills.
 - j) Review and update the plan annually.
 - k) Other duties as needed.
4. **Preferred Qualifications:**
 - a. Possess effective organizational, communication, and interpersonal skills.
 - b. Have good composition, writing and editing skills with an attention to details.
 - c. Maintains composure in emergencies and assists others in staying calm.
 - d. Commitment to maintaining the confidentiality of PSC-related information.

I. DOCUMENT RETENTION COMMITTEE

1. **Committee Composition:** The committee shall have a minimum of three (3) members in good standing, plus the Board liaison, with the chairperson appointed by the Board President or elected by the committee members and a secretary to prepare and record minutes of meetings.
2. **Purpose:** Coordinate and ensure compliance with PSC Document Retention Policy and Retention Schedules. (See Section 2 Governance in Operations Manual).
3. **Duties:**
 - a. Manage PSC's documents, both physical and electronic, according to the PSC Documentation Retention Policy.
 - b. Organize, manage, and document location of records.
 - c. Recommend policies and procedures specific to PSC records management and storage.
 - d. Educate and train staff and volunteers in proper record-keeping practices and policies.

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- e. Ensure compliance with relevant laws and regulations.
- f. Others duties as needed.

4. Preferred Qualifications:

- a. Possess effective organizational, communication, and interpersonal skills.
- b. Have good composition, writing, and editing skills with attention to details.
- c. Commitment to maintaining the confidentiality of PSC-related information.

J. DONATIONS COMMITTEE

1. **Committee Composition:** The committee shall have a minimum of three (3) members in good standing, plus the Board liaison, with the chairperson appointed by the Board President or elected by the committee members and a secretary to prepare and record minutes of meetings.
2. **Purpose:** Prepare and implement plans for the donation program. The primary purpose is to support PSC's financial sustainability by raising funds in coordination with the Fundraising Events, and Grants Committees.
3. **Duties:**
 - a. Serve as external ambassadors for PSC, to broader Parker community.
 - b. Identify opportunities and organizations interested in supporting PSC.
 - c. Cultivate relationships with potential donors.
 - d. Engage in advocacy and networking.
 - e. Prepare thank you letters to donors for their contributions for signature of Board President and Center Manager.
 - f. Review previous year's activities and make recommendations for revising the current donation development plan.
 - g. Maintain Schedules Plus donor database.
 - h. Prepare needs wish list.
 - i. Other duties as needed.
4. **Preferred Qualifications:**
 - a. Possess effective communication, interpersonal and relationship building skills.
 - b. Acceptance of confidentiality requirements concerning the business of PSC.
 - c. Be active in the greater Parker community.
 - d. Commitment to maintaining the confidentiality of PSC-related information.

K. ELECTION COMMITTEE

1. **Committee Composition:** The committee shall have a minimum of three (3) members, plus the Board liaison, with the chairperson appointed by the Board President or elected by the committee members and a secretary to prepare and record minutes of meetings.
2. **Purpose:** Find candidates and organize elections.
3. **Duties:**
 - a. Obtain, in writing each candidate's consent to be elected, as signified by their completion of an Intent to Run Form. All candidates should be in good standing for at least 6 months and agree to maintain the confidentiality of PSC-related information.
 - b. Accept candidates' Intent to Run Forms by any member of PSC in good standing for at least six months.

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- c. Present the final slate of candidates to the Board at the October meeting.
- d. Submit candidate information in the PSC newsletter.
- e. Post the final slate of candidates on the bulletin board of the PSC lobby and on the website no less than 10 days prior to the election.
- f. Other duties as needed.

4. Preferred Qualifications:

- a. Have good interpersonal skills.
- b. Be active in the greater Parker community.
- c. Commitment to maintaining the confidentiality of PSC-related information.

5. Election Procedures:

- a. Election day shall be the first Wednesday in November. If PSC is closed for any reason, the election day shall be on the first acceptable Wednesday after the first Wednesday in November.
- b. A three-member committee shall be formed prior to the August Board Meeting.
- c. The Committee shall identify at least one candidate per open position and submit selections to the Board for approval.
- d. Applications must be submitted by September 15 for inclusion in the election. If no candidate has come forward by the deadline, and someone expresses an interest, the Board may conduct an interview and choose to place their name on the ballot.
- e. The final slate of candidates shall be presented to the Board at the October Board meeting, announced in the newsletter, and posted on the PSC lobby and website at least 10 days before the election.
- f. If a position has only one candidate, that person shall be deemed elected. If all positions have single candidates, the election is cancelled, and each candidate shall be deemed elected.
- g. Qualifications by Position:
 - i. President:
 - Preferably served on the Board for at least one year.
 - Demonstrates leadership and represents the Center well externally.
 - Represents PSC favorably in the Parker community.
 - ii. Vice President:
 - Exhibits leadership and strong representation skills.
 - Often a training role for future presidency.
 - iii. Secretary:
 - Possesses strong dictation and writing skills.
 - iv. Treasurer:
 - Has a solid understanding of accounting principles.
 - v. Inside Directors I, II & III:
 - Be willing to accept future leadership positions.
 - vi. Outside Directors I & II:
 - Not PSC members.
 - Should have ties to Douglas County or the Town of Parker.
 - Follow the same nomination and election process as other directors.

6. Voting Procedures

- a. Absentee Voting
 - i. Managed by the Center Manager.
 - ii. Absentee ballots must be received by 4:00 PM the day before the election.
 - iii. The procedure shall be outlined in the October newsletter and posted on the PSC bulletin board and website two weeks prior to election day.

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- b. Election Day Voting (9:00 AM - 3:00 PM): In person voting shall be managed and supervised by the Election Committee:
 - i. Qualified voters shall be verified as members in good standing by checking their names against the SchedulesPlus membership roster.
 - ii. Verified voters shall receive one stamped ballot.
 - iii. Ballots shall be completed and placed in the ballot box by the verified voters.

7. Counting Votes

- a. Ballots shall be sorted into absentee and in-person categories.
- b. Voter names on absentee ballot submittals must be listed on the membership roster, and be in good standing, to be counted.
- c. Ballots shall be considered invalid if they have any missing required information or contain multiple selections in a single category.
- d. Results shall be recorded and stored for 90 days before disposal.
- e. Election results shall be posted on the PSC bulletin board and electronic communications, and in the PSC newsletter.

L. FACILITIES COMMITTEE

- 1. **Committee Composition:** Committee shall have a minimum of three (3) members in good standing, plus the Board liaison, with the chairperson appointed by the Board President or elected by the committee members. The board liaison is typically Director 3.
- 2. **Purpose:** Manage and enhance PSC buildings, grounds, and infrastructure to meet operational, safety, accessibility, and sustainability needs. Oversee space planning, facility use, and capital projects, ensuring compliance with regulatory and environmental standards.
- 3. **Duties:**
 - a. Conduct regular assessments of all PSC facilities identifying areas needing maintenance, repair, or upgrades and compile reports on their condition.
 - b. Provide guidance and oversight for facility improvement projects, from initial concept through design, construction, and completion. Monitor progress, resolve challenges, and ensure adherence to timelines and quality standards.
 - c. Coordinate with the disaster planning committee to ensure facilities align with health, safety, and accessibility standards outlined in the PSC Safety Manual (Appendix D).
 - d. Propose and support projects and practices that reduce the environmental impact of PSC facilities, such as energy efficiency improvements, waste reduction, recycling programs, and the use of sustainable materials.
 - e. Develop and periodically review PSC policies related to facilities use, security, and maintenance.
 - f. Comply with legal, regulatory, and insurance standards. Identify potential risks and propose strategies to mitigate them.
 - g. Prepare and present regular reports on project updates and expenses to the Center Manager and the Board.
 - h. Provide logistical and operational assistance for events at PSC facilities, ensuring that space, infrastructure needs, and PSC safety manual protocols are met.
 - i. Assist in selecting, evaluating, and managing external vendors and contractors involved in facilities maintenance, construction, and renovations.
 - j. Participate in developing and reviewing emergency response plans to ensure facilities are prepared for a variety of emergencies, including natural disasters, security incidents, and public health crises.
- 4. **Preferred Qualifications:**

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- a. Possess knowledge or experience in one or more of the following fields: facilities management, construction, architecture engineering, health & safety, sustainability, project management, or relevant administrative roles.
- b. Commitment to maintaining the confidentiality of PSC-related information.

M. FRONT OFFICE COMMITTEE

1. Committee Composition:

- a. Enough members in good standing to staff the Front Office in accordance with shift requirements as outlined below, plus the Board liaison, with the chairperson appointed by the Board President or elected by the committee members.
- b. Committee chairperson's duties are as follows:
 - i. Plan and coordinate work schedules.
 - ii. Train new receptionists.
 - iii. Ensure that receptionists follow procedures.

2. Purpose: To provide friendly and professional first point of contact by answering calls and greeting guests with warmth and courtesy.

3. Receptionist Shifts: One receptionist per shift as follows:

- a. 8:00 AM – 12:00 PM
- b. 10:00 AM – 2:00 PM
- c. 12:00 PM - 4:00 PM

4. Receptionists' Duties and Protocols

- a. Be sure to sign in to the Updates and Procedures Book.
- b. Front Office receptionists should be close enough to answer the phone by the second ring. If the receptionist must leave the office, get another member, the Assistant Manager, or the Manager to cover.
- c. Keep food consumption in the front office low-key and respectful.
- d. AM Operators: take messages from the answering machine and delete old messages.
- e. Be familiar with the Frequently Asked Questions sheet and PSC monthly newsletter to answer questions and follow procedures.
- f. Greet guests warmly, assist with inquiries, and direct them to the appropriate person or activity. Keep an up-to-date list of chairpersons and contact numbers at the front desk.
- g. Receptionists shall record and initial lunch reservations, collect payment for daily lunches (prepaid for to-go orders), and confirm whether the meal is paid or complimentary. On birthday/anniversary lunch days, members have priority if a waitlist begins.
- h. If someone asks to see the Center Manager, ask them to have a seat and contact the Center Manager before directing the visitor to that office so as not to interrupt a meeting or other business being conducted.
- i. When a call comes in for the Center Manager, announce the caller, and transfer the call. If the Center Manager is out, it will go to voicemail. If the caller calls back, please take a message.
- j. Be alert to people entering PSC. Do not hesitate to ask if they need assistance. Please make them feel welcome and offer them a tour if they are not a member. If they want to become a member, have them fill out a membership form and collect the membership fee. Give them the newsletter and a copy of the Frequently Asked Questions.

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- k. If unable to work a scheduled shift, try to find a replacement. If none is available, notify the Assistant Manager. If coverage is found, inform the Assistant Manager
- l. Please limit personal visiting.
- m. Pass any pending messages or information to your relief Receptionist.
- n. Any money (cash, checks, credit cards, debit cards, gift cards, etc.) received during the shift, shall be delivered to the Center Manager at the end of the shift with an accounting of the source(s) of such monies.

5. Preferred Qualifications:

- a. Have good interpersonal skills and attention to details.
- b. Commitment to maintaining the confidentiality of PSC-related information.

N. FUNDRAISING EVENTS COMMITTEE

- 1. **Committee Composition:** The committee shall have a minimum of three (3) members in good standing, plus the Board liaison, with the chairperson appointed by the Board President or elected by the committee members and a secretary to prepare and record minutes of the meetings.

- 2. **Purpose:** Support the PSC mission by planning revenue-generating events, developing fundraising strategies, and building strong donor relationships.

3. Preferred Qualifications:

- a. Strong written and oral communication skills.
- b. Understanding of promotional strategies and donor engagement
- c. Familiarity with nonprofit event compliance and guidelines.
- d. Ability to generate fresh ideas and approaches.
- e. Strong networking skills and access to local contacts
- f. Be ethical, honest, and mission oriented.
- g. Willing to learn and use SchedulesPlus.
- h. Commitment to maintaining the confidentiality of PSC-related information.

4. Duties:

- a. Plan, organize, and execute fundraising events.
- b. Connect with PSC members and community leaders.
- c. Develop marketing campaigns for fundraising activities.
- d. Research potential sponsors and paying audiences.
- e. Recruit, train, and manage event volunteers to assist with event details.
- f. Record expenses, income, sponsors, and other event details.
- g. Monitor success of the event by producing a report showing income, expenses, and recommendations for improvement/changes.
- h. Generate awareness about PSC.

5. Preferred Qualifications:

- a. Strong written and oral communication skills.
- b. Understanding of promotional strategies and donor engagement
- c. Familiarity with nonprofit event compliance and guidelines.
- d. Ability to generate fresh ideas and approaches.
- e. Strong networking skills and access to local contacts
- f. Be ethical, honest, and mission oriented.

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- g. Willing to learn and use SchedulesPlus.
- h. Commitment to maintaining the confidentiality of PSC-related information.

O. GRANTS COMMITTEE

- 6. Committee Composition:** The committee shall have a minimum of three (3) members in good standing, plus the Board liaison, with the chairperson appointed by the Board President or elected by the committee members and a secretary to prepare and record minutes of the meetings.
- 1. Purpose:** Lead the development and management of PSC grant applications, identify aligned funding opportunities for programs and lifelong learning, and secure grants to offset essential costs and protect core operating funds.
- 2. Duties:**
 - a. Conduct grant searches and review grant application material.
 - b. Attend grant informational sessions when possible.
 - c. Engage PSC members/staff/committees/Board for ideas and suggestions relating to funding needs.
 - d. Request input from Board Liaison, Board Treasurer, staff, and others who have necessary information to complete a grant application.
 - e. Obtain data and other information as needed to complete grant applications i.e., evaluations, programming, education, and surveys using Schedule Plus.
 - f. Submit completed applications to Board liaison for review, and to Center Manager and/or Board President for signature as required by Grantor.
 - g. Serve as ambassadors for the PSC, to further its mission and vision.
 - h. Other duties as needed.
- 3. Preferred Qualifications:**
 - a. Good interpersonal skills.
 - b. Good composing and writing skills.
 - c. Commitment to maintaining the confidentiality of PSC-related information.

P. LONG-RANGE PLANNING COMMITTEE

- 1. Committee Composition:** The committee shall have a minimum of three (3) members in good standing, plus the Board liaison, with the chairperson appointed by the Board President or elected by the committee members and a secretary to prepare and record minutes of the meetings.
- 2. Purpose:** The committee shall annually update the ten (10) year Long-Range Plan (LRP) to outline anticipated facility, equipment, and staffing needs that support current and future member programs. Each update will include cost estimates for identified needs and projected income figures.
- 3. Duties:**
 - a. Review PSC facilities, services, programs, and activities and recommend future enhancements to support future growth and better serve the community.
 - b. Interview key stakeholders and review membership survey data.
 - c. Analyze financial reports.
 - d. Monitor trends for membership, meals, bus trips, grants, donations, and fundraising projections.
 - e. Develop a vision of the future for the PSC.

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- f. Review existing senior centers to identify potential new or improved programs for implementation along with alternative funding opportunities.
- g. Monitor progress of implementation of the current LRP and report progress to the Board on a quarterly basis.
- h. Explore the feasibility of partnering with organizations such as the Coalition on Aging, volunteers of America, Gold Card, Parker Arts, or Parker Parks and Recreation for the benefit of PSC and its members.
- i. Submit a Draft LRP annually in September for Board review and comments.
- j. Incorporate Board review comments and submit the Final LRP to the Board in November for presentation to the membership at the Annual Membership Meeting in December.
- k. Decisions for funding LRP recommendations shall be determined by the Board.
- l. Other duties as needed.

4. Preferred Qualifications:

- a. Good interpersonal skills.
- b. Good composing and writing skills.
- c. Commitment to maintaining the confidentiality of PSC-related information.

Q. MEMBERSHIP COMMITTEE

1. **Committee Composition:** The committee shall have a minimum of three (3) members in good standing, plus the Board liaison, with the chairperson appointed by the Board President or elected by the committee members and a secretary to prepare and record minutes of meetings.
2. **Function and Purpose:** Grow and sustain PSC membership by recruiting new members, welcoming them through orientation, retaining current members, and engaging business affiliates.
3. **Duties:**
 - a. Create and implement outreach strategies as needed, to increase membership.
 - b. Engage with existing members for ideas, suggestions, assistance, etc. to gain feedback on the members' interest and level of satisfaction.
 - c. Learn the SchedulesPlus membership database to produce reports, track membership numbers, and report findings and trends to the Board.
 - d. Identify, track, monitor, record, and analyze why people do not renew their memberships.
 - e. Other duties as needed.
4. **Preferred Qualifications:**
 - a. Knowledge of PSC activities and programs
 - b. Good interpersonal skills.
 - c. Commitment to maintaining the confidentiality of PSC-related information.

R. PERSONNEL COMMITTEE

1. **Committee Composition:** The Committee shall have a minimum of three (3) members in good standing, plus the Board Liaison, with the chairperson appointed by the Board or selected by the committee members and a secretary to prepare and record minutes of meetings. Personnel Committee members are ineligible for Board or staff roles unless they first resign from the committee. Additionally, only one member per standing committee may serve on the Personnel Committee.
2. **Purpose:** Lead staff hiring for the Parker Senior Center by interviewing candidates for mission alignment and responding to member questions with clarity and care. Develop and manage an annual

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volunteer feedback process to assess supervisory strengths, growth areas, and generate actionable insights.

3. Duties:

- a. Be familiar with staff position job descriptions including Center Manager, Assistant Manager, Chef/Meals Manager, and Janitor.
- b. When paid staff vacancies occur, advertise, recruit, interview, and recommend candidate(s) to the appropriate official (for Center Manager, recommend to the Board; for Assistant Manager Chef/Janitor, and janitor, recommend to the Center Manager).
- c. Develop a clear, constructive feedback system for the three staff roles by collecting input from those they work with directly and establishing a process to share outcome-based insights.
- d. Attend and maintain confidentiality in Personnel Committee meetings.
- e. Navigate and adhere to labor laws and foster positive employee relations.
- f. Commitment to maintaining the confidentiality of PSC-related information.

4. Preferred Qualifications:

- a. Represent the PSC Board, staff, and members in a favorable way to outside organizations and potential candidates.
- b. Experience in Human Resources or Personnel, in a supervisory or management role, or interviewing/hiring staff.
- c. Have good interpersonal skills.
- d. Commitment to maintaining the confidentiality of PSC-related information.

S. SUNSHINE COMMITTEE

1. **Committee Composition:** Committee shall have a minimum of three (3) members in good standing, plus the Board liaison, with the chairperson appointed by the Board President or elected by the committee members. A secretary shall be selected to record minutes of meetings.

2. **Purpose:** Coordinate with the Center Manager to plan parties and celebrations, and work with committee members to delegate tasks for successful event execution.

3. Duties:

- a. Plan celebrations for PSC members. Typical celebrations include.
 - i. Valentine's Day party
 - ii. 4th of July celebration
 - iii. August annual Picnic
 - iv. Halloween party
 - v. Ugly Sweater Contest
 - vi. Others as appropriate
- b. Distribute birthday and anniversary cards on the 4th Thursday of the month.
- c. Post upcoming activities or other messages on the PSC marquee.

4. Preferred Qualifications:

- a. Have good interpersonal skills.
- b. Commitment to maintaining the confidentiality of PSC-related information.
- c. Be active in the greater Parker community.

T. VOLUNTEER COMMITTEE

- 1. Committee Composition:** The committee shall have a minimum of three (3) members in good standing, plus the Board liaison, with the chairperson appointed by the Board President or elected by the committee members and a secretary to prepare and record minutes of meetings.
- 2. Function and Purpose:** Recruit and schedule volunteers to support PSC activities, provide initial and ongoing training, and host quarterly interest meetings.
- 3. Duties:**
 - a. Create and implement outreach strategies as needed, to expand the volunteer base.
 - b. Match volunteer interest with PSC needs.
 - c. Contact activities and events coordinators, committee chairpersons, and PSC staff to assess and meet needs for volunteers.
 - d. Host volunteer open house annually or as needed.
 - e. Engage with existing volunteers for ideas, suggestions, assistance, etc., to monitor members' interests and satisfaction.
 - f. Learn and use SchedulesPlus membership database to produce reports, track volunteer numbers, and report statistics and trends to the Center Manager and the Board.
 - g. Encourage event and activity leaders to build relationships with volunteers and reach out to them directly when requesting help.
 - h. Other duties as needed.
- 4. Preferred Qualifications:**
 - a. Strong organizational, communication, and interpersonal skills.
 - b. Enthusiasm for community building and volunteerism.
 - c. Comfortable with learning and using SchedulesPlus database.
 - d. Commitment to maintaining the confidentiality of PSC-related information.