

**Downtown Oakland Senior Center  
Advisory Council ♦ 2022-2023  
Application and Information**

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**We Need Center Leaders**  
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We are looking for people to share their innovative ideas and skills in finance, event planning, health care, and more, with the senior community.



- Would like to have a voice to advise about center programming;
- Can you attend the monthly Council meetings; and
- Are able to volunteer at least ten (10) hours per month...

We're asking that you *please* consider joining the Center's 2022 Advisory Council. Applications are on our website and at the front desk of the Senior Center

If you have any questions, please contact center staff

# Nomination/Election Schedule

***November 3-17, 2021*** – Application Period.

Advisory Council Applications must be received by the close of business on Wednesday, November 17, 2021.

Completed applications should be left with Center staff at the reception desk on the Main Floor or emailed to [Dosc@oaklandca.gov](mailto:Dosc@oaklandca.gov).

***November 29- December 3, 2021*** – Nominating Committee meets to screen and discuss all applications.

***December 6, 2021*** – Nominating Committee forwards slate of candidates to Scott Means, Aging and Adult Services Manager in the City of Oakland's Human Services Department.

***December 8-14, 2021*** – *Voting – in person and online*  
Write in nominations will be accepted on the ballots.

***December 17, 2021*** – December Advisory Council Meeting at 9:30 a.m. on Zoom.

All Advisory Council candidates are asked to attend this meeting.

The Nominating Committee Chair will present the results of the election to the Center members.

***Thursday, January 27, 2022 and Thursday, February 3, 2022***– Mandatory Policy and Procedure Advisory Meeting including;

- Leadership Training & Development Workshop for Councilmembers
- Council member swearing in
- Council officers will be elected

***Friday, February 18, 2022*** – *Second Advisory Council Meeting*

**Downtown Oakland Senior Center (DOSCC)**  
**2022-2023 Advisory Council Application**  
**Submit by November 17, 2021**

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

e-mail: \_\_\_\_\_

Read the attached Advisory Council (AC) Responsibilities.

1. Are you willing and able to abide by the AC Responsibilities? \_\_\_Yes \_\_\_No
  
2. To be on the Advisory Council you must be a paid member. Is your membership at DOSCC current? \_\_\_Yes \_\_\_No
  
3. Advisory Council (AC) Members are required to volunteer 10 hours per month. This can be done by attending AC meetings, representing AC at commission meetings, and actively participating in center events (classes, special events, travel, other). Can you meet that requirement? \_\_\_Yes \_\_\_No

4. Why would you like to serve on the Advisory Council?

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5. What programs, classes, or services are you currently involved in here at DOSCC?

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6. Describe the skills, talents, or experience that you would bring to the Advisory Council; include if you have ever held an office or been a member of a board, council, or commission.

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# *Oakland Senior Center*

## Advisory Council Member Responsibilities

1. Maintain current Senior Center membership;
2. Attend at least nine of the eleven regularly scheduled monthly Advisory Council meetings in accordance with the Bylaws;
3. Comply with the City of Oakland standards for volunteer board members by avoiding conflicts of interest and disclosing information on the form 700 Statement of Economic Interest;
4. Accept an assignment on one or more committee and attend the meetings of those committees in accordance with the Bylaws;

Currently, the following committees are recognized as standing committees:

<i>Special Events</i>	<i>Executive</i>
<i>Travel</i>	<i>Membership</i>
<i>Finance</i>	<i>Programs and Services</i>

The following committees are recognized as *ad hoc* committees:

<i>Bylaws</i>	<i>Nominating</i>
<i>Policies Procedures</i>	<i>Newsletter</i>
<i>Volunteer Coordination</i>	

5. Be **actively** involved in Senior Center programs and activities, and attend Council sponsored or recommended training;
6. Perform a minimum of ten (10) monthly volunteer service hours at the Senior Center;
7. Represent the Senior Center in the general community and actively advocate, network, and lobby to benefit the membership and all Oakland Seniors;
8. Abide by the Bylaws, policies, and procedures of the Senior Center;
9. Support and participate in the Senior Center special events and fund raising activities; and
10. Stay informed on Center activities, current trends, and innovations for seniors.