

POLICY MANUAL
OF THE
ALBERTA ASSOCIATION ON GERONTOLOGY

Updated August 2007

TABLE OF CONTENTS

Note: This will be updated after the revisions are finalized

1.	MISSION	p. 5
2.	POLICY STATEMENT	p. 5
3.	BOARD MEMBER EXPENSES REIMBURSEMENT	
	3.1 Travel to Board Meetings	p. 6
	3.2 Travel to Canadian Association on Gerontology Meetings	p. 6
4.	MAILING LIST	
	4.1 Sharing of Mailing List	p. 7
5.	MEMBERSHIP	
	5.1 Student / Senior Membership	p. 7
	5.2 Organizational Membership	p. 8
	5.3 Cancellation of Membership	p. 8
	5.4 Membership Year	p. 8
	5.5 Membership Receipts	p. 8
6.	CONFERENCE FUNDS	
	6.1 Advance Funding	p. 9
7.	NEWSLETTER	
	7.1 Advertising	p. 9
	7.2 Newsletter Inserts	p. 9
	7.3 Number of Issues	p. 9
	7.4 Research Content	p. 10
	7.5 Distribution	p. 10
	7.6 Advertising Guidelines	p. 10
	7.7 Advertising Rates	p. 11
	7.8 Newsletter Editor	p. 11
8.	WEBSITE	
	8.1 Website Links	p. 11
	8.2 Website Ads	p. 12

9.	ENDORSEMENT OF RESEARCH GRANT PROPOSAL	
	9.1	Requests for Endorsement
		p. 12
10.	BOARD MEMBERS' CONDUCT	
	10.1	Conflict of Interest
	10.2	Code of Conduct
		p. 13
		p. 13
11.	BUDGET	
	11.1	Fiscal Year
	11.2	Annual Budget
	11.3	Expense Payments
		p. 14
		p. 14
		p. 14
12.	ADMINISTRATION	
	12.1	Empowerment of Executive Committee
	12.2	Student Workers
	12.3	Insurance
	12.4	Meetings of the Board of the Association
		p. 14
		p. 15
		p. 15
		p. 15
13.	CHAPTERS	
	13.1	Stationery
	13.2	Establishment and Approval
	13.3	Communications
	13.4	Reimbursements to Chapters
	13.5	Chapter Financial Authority
		p. 15
		p. 16
		p. 16
		p. 16
		p. 16
14.	LOGO	
	14.1	Use and Revisions of Logo
		p. 17
15.	SPECIAL INTEREST GROUPS	
	15.1	Developing Special Interest Groups
		p. 17
16.	ASSOCIATED MEMBERSHIPS	
	16.1	Membership in the Council of Associated Organizations
		p. 18
17.	SPECIAL MEMBER RECOGNITION	
	17.1	Mary Morrison Davis Award of Excellence
		p. 18

18.	STUDENT AWARD	
	18.1	Alberta Association on Gerontology Student Award
		p. 18
19.	SOCIAL POLICY AND ACTION	
	19.1	Association Policy Papers
		p. 19
20.	OCCUPATIONAL PROFILE	
	20.1	Gerontologist
		p. 19
	Appendix A:	Mary Morrison Davis Award
		p. 20
	Appendix B:	Alberta Association on Gerontology Student Award
		p. 26
	Appendix C:	Occupational Profile of a Gerontologist
		p. 28
	Appendix D:	Board Officers' Duties
		p. 30

1. MISSION

The Alberta Association on Gerontology (AAG) is a province-wide interdisciplinary organization that seeks to enhance the lives of the aging population through support of persons involved in and concerned with gerontology.

AAG seeks to provide a vehicle for networking among individuals and organizations interested in gerontology in Alberta and to stimulate the development of opportunities that enhance the knowledge and practice of people interested in gerontology in Alberta.

2. POLICY STATEMENT

The Alberta Association on Gerontology will work to ensure that aging Albertans are able to enjoy a sense of security with the resources that enable them, to the greatest extent possible, to select their own lifestyles, influence and determine their futures, and have an opportunity for meaningful involvement.

We believe that

- any policy changes affecting seniors should be developed as a total package to ensure that the cumulative effect of the changes does not penalize lower-income older Albertans.
- the principle of justice in the allocation of resources must be maintained.
- senior consumers and their representatives must play a greater role in public policy decisions.
- policy decisions must be based on facts and information.
- a greater emphasis must be placed on community and social support services to assist aging Albertans in remaining in their own homes; housing, health and community support policies and services must be coordinated.
- the principles outlined in the Canada Health Act must be maintained.
- there is a need for common, basic standards of health care across the province and that the provincial government must ensure that these standards are maintained; society has an obligation to provide an adequate minimum standard of health care to all.
- there must be affordable housing options at all income levels.
- housing structures must be physically accessible and adaptable to fit changing needs.

- there must be an assured minimum income, above the economic poverty levels, that embraces the concept of universality, fairness and consistency of benefits at the federal and provincial levels.

3. BOARD MEMBER EXPENSES REIMBURSEMENT

3.1 Travel to Board Meetings

Policy:

When traveling in the Province of Alberta to attend regularly called meetings of the Board of Directors, members may receive reimbursement at \$0.30/km.

Where there are several Board members attending the same meeting from the same city, efforts should be made, whenever possible, to have two or more members travel in the same car with travel expense allowance paid to the driver member.

When traveling to the Annual General Meeting of the AAG, the same rate applies as outlined above. New and retiring board members may claim mileage both to and from the meeting.

Exceptions to the above may be made at the discretion of the Board.

Accommodation and meal reimbursement will be paid to board members due to inclement weather. Members will attempt to share accommodation to help defer costs.

Approved: June 1994

Revised: October 2005

3.2 Travel to Canadian Association on Gerontology Meetings

Policy:

When traveling to the Annual Conference of the Canadian Association on Gerontology or to Board Meetings of the Canadian Association on Gerontology, the President or his/her representative may receive reimbursement in the amount of the economy air fare unless the conference is in Alberta, in which case he/she may be reimbursed for the cost of mileage or airfare, whichever is less.

Approved: June 1991

Revised: April 2007

4. MAILING LIST

4.1 Sharing of Mailing List

Policy:

The mailing list is the property of the Association and cannot be sold.

The Association may provide labels upon request or forward an email to its membership list if:

- the request is from a group or association whose goals and objectives are compatible with those of the Association.
- the material/information to be distributed is of benefit and/or interest to our members.

The decision to release labels/forward an email is made by the Executive or the Board. All requests should be in writing.

Revised: April, 2007

5. MEMBERSHIP

5.1 Student / Senior Membership

Policy:

The Association will actively support and encourage the involvement of students / seniors in all its activities. This will include reduced membership and conference rates. Proof of full-time student status is required for student rates. Senior is defined as age 65+.

Rationale:

Students / Seniors are potential contributors to the Association and the field of aging.

Approved: June 1991

Revised: April 2007

5.2 Organizational Membership

Policy:

Organizational involvement means that an association / organization or agency may join the Association. An individual from the organization is identified as the newsletter recipient. A maximum of two individuals, representing the organization, will receive the membership conference rate.

Approved: June 1991

5.3 Cancellation of Membership

Policy:

A member may cancel / withdraw membership at any time with written notice to the President or the Association office. No refund of fees will be given.

Approved: June 1991

5.4 Membership Year

Policy:

Membership renewal will commence in line with the fiscal year of April 1 to March 31 rather than the anniversary date or the calendar year. First time members joining in the last quarter of the year will receive the following year membership with their initial payment.

Revised: February 1996

5.5 Membership Receipts

Policy:

Members will receive a receipt for the membership fee; membership cards will not be issued.

Approved: December 1993

6. CONFERENCE FUNDS

6.1 Advance Funding

Policy:

That a working advance of funding be provided to the Conference Committee Chair based upon an approved budget.

Approved: October 4, 1989

7. NEWSLETTER

7.1 Advertising

Policy:

The newsletter editor will accept advertisements appropriate to the goals of the Association (e.g. employment opportunities, upcoming educational events).

Approved: January 13, 1990

Revised: May 2000

7.2 Newsletter Inserts

Policy:

The AAG will allow other organizations to place inserts in the newsletter if specific conditions are met and content is in line with the goals of the AAG. Upon the discretion of the newsletter editor, a fee may be charged.

Approved: April 1993

7.3 Number of Issues

Policy:

Three to four newsletters will be produced per year.

Revised: April 2007

7.4 Research Content

Policy:

The Chair of the Research Committee will actively solicit and submit articles pertaining to research in gerontology to the Newsletter Editor. The Editor may also solicit research submissions and include excerpts about research in gerontology. Research related submissions must be approved by the chair or designate of the research committee or the Newsletter Editor.

Approved: June 1991

Revised: August 2007

7.5 Distribution

Policy:

Newsletters will be distributed by email unless a member does not have an email account and requests a hard copy.

Approved: April 2007

7.6 Advertising Guidelines

Policy:

- AAG reserves the right to edit (with consent) or refuse advertising material. Decisions are made by the Newsletter Editor with input from the Executive as appropriate.
- all advertisements will be camera ready in black and white digital format (i.e. Postscript, TIFF, High Resolution PDF)
- there will be an advertising charge for all ads/inserts with a preferential rate extended to AAG members. The decision to grant ad space at no charge will require Board or Executive consultation
- normally all advertisements and inserts will be pre-paid
- ad/insert fees are subject to change
- advertisers will be supplied with a single copy of the newsletter in which their advertisement appears. The publisher will be responsible for this.
- invoicing information must accompany all orders and be sent to the publisher (email address, followed by: Attention: Name of person.) Once the publisher has arranged for the ad to be placed in the newsletter, the publisher will bill the advertiser directly.

Approved: August 2007

7.7 Advertising Rates

	Member	Non-Member
Classified – max. 5 lines (e.g. employment, help wanted)	\$15.00	\$25.00
¼ page - 3.5” x 4.75”	\$50.00	\$70.00
½ page - 7.5” x 5” (18.75cm x 12.5cm) Or 3.75” x 10” (9.37cm x 25cm)	\$90.00	\$125.00
Full page (7” x 9.5”)	\$150.00	\$180.00
Insert (one side)	\$160.00	\$200.00

Approved: Fall 1998

7.8 Newsletter Editor

Policy:

The Newsletter Editor will review all content submitted for each issue of the newsletter to ensure that the submissions are consistent with the goals of the AAG, i.e. the dissemination of information and educational resources relevant to all aspects of gerontology. Once sufficient submissions for each issue have been received, she will submit the newsletter for formatting and publishing to the person contracted to prepare the newsletter.

Approved: August 2007

8. WEBSITE

8.1 Website links

Policy:

The Association website may include links to other associations consistent with the purpose of AAG. These associations would also be asked to include a link to the AAG website on their websites. Links to service providers will not be included on the AAG website.

Rationale:

Adding links to service providers would be unmanageable to keep up to date and it would be difficult to establish criteria for determining which services to include and which to exclude.

Approved: April 2007

8.2 Website ads

Policy:

Requests for website ads will be directed to the member of the Board of Directors designated as the website lead for consideration. The website lead may consider accepting advertisements appropriate to the goals of the Association. Full colour PDF format is preferable.

Approved: August 2007

9. ENDORSEMENT OF RESEARCH GRANT PROPOSAL

9.1 Requests for Endorsement

Policy:

When the Association is asked to provide a letter of support, or in other ways endorse a research grant proposal, the President will appoint an individual or individuals from the board who have some experience in reviewing research proposals to read the proposal and make a recommendation to the Executive on whether or not the proposal is consistent with the purpose of AAG. This review will not be a critique of the research methods – the letter of support would only be to indicate AAG is supportive of the intent of the proposed research study. If the Executive agrees to endorse the proposal, a letter will be written and signed by the President.

Rationale:

AAG is not a research organization, although individual members might have expertise in various research methodologies. AAG is a supporter of research in gerontology and as such is willing to endorse research proposals consistent with its overall purpose. It is not its role to critique research methodologies as there are other bodies established to do this.

Approved: April 2007

10. BOARD MEMBERS' CONDUCT

10.1 Conflict of Interest

Policy:

When the Board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall remove herself or himself from the deliberation and the vote on that matter. A conflict of interest is defined as any situation where a board member's personal interests or those of a close friend, family member or business associate could influence the board member's decisions and impair her/his ability to act in the Association's best interests.

Rationale:

Transparency and accountability of all Board members and protecting the Association from both the appearance and actual inappropriate influence of members who might from time to time find themselves in a conflict of interest on an issue coming before the Board for deliberation.

Approved: April 2007

10.2 Code of Conduct

Policy:

Board members will conduct themselves in a professional manner conducive to moving forward the business of the Association. Expectations of board members include but are not limited to the following:

- Board members shall orient themselves to the Association bylaws and policies, and the overall purpose and mission of the Association, and govern the Association accordingly.
- Board members shall come to meetings prepared to actively contribute to the discussions and will respect the opinions of others.
- Board members will act as a member of a team, not as individuals.
- Once a decision is made, Board members will support decisions of the Board as a whole.
- Board members will attend all regularly scheduled meetings of the Board, as well as the Association's Annual General Meeting unless unusual circumstances prevent this.
- Board members will serve on committees of the Board formed to carry out the purposes of the Association.
- Board members will maintain the confidentiality of Board discussions, as well as those items designated as confidential.

Approved: April 2007

11. BUDGET

11.1 Fiscal Year

Policy:

The fiscal year runs from April 1 to March 31.

Approved: April 2007

11.2 Annual Budget

Policy:

The Treasurer will prepare a budget for the upcoming fiscal year for approval by the Board no later than the March meeting. All expenses of the Association must be included in the annual budget.

Approved: April 2007

11.3 Expense Payments

Policy:

Reimbursement of expenses will only be approved with submission of an expense claim form or appropriate receipt.

Approved: June 1991

12. ADMINISTRATION

12.1 Empowerment of Executive Committee Between Board Meetings

Policy:

The Executive Committee may deal with administrative and financial matters in the interim between Board meetings. The Executive Committee has the authority to respond to requests which need to be acted upon quickly in line with the mission and goals of the Association. Expenditure is limited to less than \$1,000 per item. Any single expenditure above this amount requires board approval.

Approved: July 1993

Revised: February 1996

12.2 Student Workers

Policy:

The Executive Committee is responsible for making all decisions regarding application, recruitment and supervision of STEP students and other student workers, provided any additional costs are within the approved budget of the Association.

Approved: January 1995

Revised: April 2007

12.3 Insurance

Policy:

The Association will carry an appropriate level of insurance for liability and chapter special events.

Approved: April 1992

Revised: April 2007

12.4 Meetings of the Board of the Association

Policy:

Notices of meetings of the Provincial Board will be sent to each board member a minimum of ten days in advance of the meeting date.

Approved: February 1996

13. CHAPTERS

13.1 Stationery

Policy:

Chapters must use the approved AAG logo on its stationery but may add chapter details.

Approved: June 1991

Revised: April 2007

13.2 Establishment and Approval

Policy:

The Association will encourage and approve the establishment of Chapters that meet the mission, goals and objectives of the Association. Chapter By-Laws will be approved by the Board.

Approved: April 2007

13.3 Communications

Policy:

Minutes of Chapter meetings will be forwarded to the President and summarized at provincial Board meetings by the Chapter representatives.

Approved: June 1991

Revised: April 2007

13.4 Reimbursements to Chapters

Policy:

The Treasurer will reimburse Chapters for Chapter fees and GST rebates annually.

Approved: June 1991

Revised: April 2007

13.5 Chapter Financial Authority

Policy:

Chapters have the authority to use chapter funds in accordance with the goals of the Association.

Chapters will submit any grant applications to the provincial Board for approval prior to submission to the granting agency.

Approved: December 1993

Revised: April 2007

14. LOGO

14.1 Use and Revisions of Logo

Policy:

Changes, adaptations and all use of the logo must be approved by the Provincial Board or the Executive Committee.

Approved: June 1991

Revised: April 2007

15. SPECIAL INTEREST GROUPS *

15.1 Developing Special Interest Groups

Policy:

The formation and development of special interest groups shall be encouraged by the Association, if:

- the group's objectives and goals are compatible with those of the Association.
- the group makes a formal request for liaison with our Association.

The decision regarding liaison with the Association will be made by the Board.

The Association may provide the following assistance to special interest groups:

- free advertisement of meetings in our Association's newsletter and/or website.
- provision of meeting space at Conferences or other Association events at cost.
- links from the AAG website to the group's website.

*Special interest group is defined as a collection of individuals who share a common focus in aging and/or older adults.

Approved: September 1990

Revised: April 2007

16. ASSOCIATED MEMBERSHIPS

16.1 Membership in the Council of Associated Organizations

Policy:

To ratify complimentary membership in the Council of Associated Organizations (CAO) of the Canadian Association on Gerontology (previously known as “Council of Associated Member Organizations” or the “Council of Affiliated Member Organizations”).

Approved: December 1993

Revised: April 2007

17. SPECIAL MEMBER RECOGNITION

17.1 Mary Morrison Davis Award of Excellence

Policy:

To recognize an individual who has made an outstanding contribution to the Association or to the field of gerontology by awarding them the Mary Morrison Davis Award of Excellence.

Approved: January 1992

Revised: March 2003

Note: See Appendix A for Details on the Award

18. STUDENT AWARD

18.1 Alberta Association on Gerontology Student Award

Policy:

To provide assistance to students from Alberta who have an interest in any aspect of aging. The award is expected to assist with the costs associated with a students’ coursework, research or attendance at a workshop or conference.

Approved: April 2007

Note: See Appendix B for Details on the Award Criteria and Process

19. SOCIAL POLICY AND ACTION

19.1 Association Policy Papers

Policy:

From time to time, the association may choose to develop, or appoint a person(s) to develop a policy paper for the board's consideration on matters of interest or concern to the association.

Principles:

- 1) Policy papers that will be disseminated by the Alberta Association on Gerontology must have the approval of the Board.
- 2) Policy papers developed and disseminated by the Alberta Association on Gerontology must be consistent with the values and mission of the organization.
- 3) Policy papers developed and disseminated by the Alberta Association on Gerontology may be directed to various audiences including the general public.
- 4) Policy papers developed and disseminated by the Alberta Association on Gerontology may be initiated by the organization, or prepared in response to government invitations or public consultation opportunities.
- 5) Due to volunteer time and costs involved, it will not be possible for the Alberta Association on Gerontology to respond to every opportunity for public policy consultation or every timely issue – even when issues are relevant to and consistent with the Association mission and values.

Approved: April 29, 1994 Annual Meeting

Revised: April 2007

20. OCCUPATIONAL PROFILE

20.1 Gerontologist

Policy:

The Association may from time to time be asked to provide an occupational profile of a gerontologist or for specific professionals working in the field of aging. This material may be communicated on the organization's website and publications. These profiles will be developed based on a review of the literature, and will be approved by the board before distribution.

See Appendix C for Occupational Profile

Approved: September 24, 1998

Revised: May 2000

**APPENDIX A:
MARY MORRISON DAVIS AWARD
April 2007**

PURPOSE:

- to recognize an individual who has made an outstanding contribution to the Association or to the field of gerontology

QUALIFICATIONS:

- record of ongoing commitment and dedication to the Association or to the field of gerontology
- demonstrated significant contribution(s)
- has not won the award before

PROCESS:

- President places notice in Fall Edition of Newsletter calling for nomination approximately six months before annual meeting
- members are eligible to make nominations accompanied by documentation outlining the outstanding contribution(s) (see attached); nomination form requires support of two individuals, at least one of whom is an AAG member
- nominations reviewed by Executive Committee
- recommendation made to the Board of Directors
- Board of Directors accepts (or rejects) recommendation
- individual is notified of the award in writing by the President
- if no suitable nominations are received, the award will not be given out that year

PRESENTATION:

- award presented during Annual General meeting
- announcement made in Newsletter

AWARD:

- certificate indicating the name of the award, the year, and the recipient's name
- confers Honorary life membership in AAG (no membership dues)

INFORMATION SHEET ON MARY MORRISON DAVIS

Mary Morrison Davis was born in Alberta and lived and worked in Alberta most of her 80 some years. She was a professional social worker with a master's degree of social work from McGill University. She worked with veterans in Edmonton and soon became aware of the gaps in services and the needs of older people in her work with veterans.

She was one of the driving forces behind the organization of the first conference on aging held in Alberta in 1967. This conference resulted in the establishment of the Alberta Council on Aging – a small seniors' volunteer office in the beginning.

Mary was also interested in providing more services for seniors in the Edmonton area where she worked. She helped to organize a community group that established the Society for the Retired and Semi-Retired, now a large senior centre in downtown Edmonton. The Society of the Retired and Semi-Retired began as a small office operating out of the YMCA and providing information and referral services to seniors. Mary was a member of the Board of the society, and later President of the Board.

Mary was an early member of the national organization now called the Canadian Association on Gerontology, and was one of their early contacts in Alberta when they were just starting to develop.

She came to believe that the federal government needed input from seniors across Canada. She organized a group of seniors from most of the provinces, applied for a grant from the New Horizons program, and organized a meeting of the group in Ottawa. Out of this effort, the National Advisory Council on Aging was formed.

She was active in many aspects of the field of aging and in many projects to improve services and the well-being of seniors. She was well known locally, provincially and nationally. Mary was knowledgeable about gerontological issues and literature, and served as mentor to many workers just beginning work in the field of gerontological services at a time when there were few publications available.

She received the Order of Canada for her volunteer activities and services to others.

She was always active to the end of her life – always interested in improving services to older people. When she became afflicted with macular degeneration which resulted in reduced vision, she went to the CNIB in Edmonton and set up a support group for seniors with low vision.

When she died, the AAG Board felt that such an accomplished and vital person deserved some type of special recognition as a pioneer in gerontological services. Consequently the AAG Board agreed to rename their Award of Excellence, the Mary Morrison Davis Award. We felt it was appropriate to name an award of excellence after such an exemplary champion of aging and older people. 17

**MARY MORRISON DAVIS
AWARD OF EXCELLENCE**

PURPOSE: The purpose of this award is to recognize an individual who has made an outstanding contribution to the Association or to the field of gerontology.

Nominee

Name: _____

Address: _____

Telephone Number: _____

E-mail: _____

All nominations must include information on the nominated individual's contributions (see attached page) and two letters of support, at least one of which is from an AAG member.

Nominated by: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Signature: _____

Send completed form and supporting documentation to:

**Alberta Association on Gerontology
c/o #100A, 1509 Centre Street South
Calgary, AB T2G 2E6**

Criteria

The criteria which will be used to assess nominations include:

- Completeness of documentation from nominator. No nominations will be considered if they do not include:
 - Nomination form completed in full (including information on contributions)
 - 2 letters of support, at least one of which is from an AAG member (can be from the nominator)

- Depth and breadth of ongoing involvement / commitment to the Association or to the field of gerontology. Preference will be given to individuals who are involved at a provincial level over individuals involved at only a local or national level. Nominees must have contributed from within the province of Alberta.

- Demonstrated leadership in the Association or in the field of gerontology.

- Scope of influence / impact of contributions. Preference will be given to individuals who have contributed in more than one of the areas listed on the Contributions page.

- Preference will be given to AAG members.

Contribution(s)

Please outline the significant contribution(s) that you believe this individual has made to the Association or to the field of gerontology in the following areas. Be sure to comment on the breadth and depth of the individual's involvement at the local, provincial and/or federal levels, the impact of the individual's contributions, and leadership roles exemplified by the nominee.

Societal/Community Service

Scholarship/Research

Advocacy

Advancement of Gerontology as a recognized professional sphere

**APPENDIX B:
ALBERTA ASSOCIATION ON GERONTOLOGY STUDENT AWARD
April 2007**

PURPOSE:

- To provide assistance to students from Alberta who have an interest in any aspect of aging. The award is expected to assist with the costs associated with a students' coursework, research or attendance at a workshop or conference.

ELIGIBILITY:

The applicant must:

1. be an Albertan registered in a degree, diploma or certificate program in an accredited post secondary institution (undergraduate, graduate, and diploma students are eligible)
2. not be in the last term of his/her program
3. demonstrate an interest in any aspect of aging
4. agree to contribute an article for an edition of the AAGmag (e.g., a written summary of their research or studies)

Preference will be given to applicants who are studying in Alberta, full-time students, graduate students, current AAG members, and practicing in or interested in pursuing a career focusing on gerontology.

The individual who receives the Calgary Chapter -AAG Student Scholarship or the Edmonton Chapter – AAG Student Award is not eligible to receive a provincially sponsored award in the same year.

PROCESS:

- Board Member assigned to the award drafts notices for the Newsletter calling for applications
- Board Member assigned to the award co-ordinates advertising of the award through other means (e.g., email distribution through the Alberta Centre on Aging, other newsletters, post secondary institution websites or award listing catalogues)
- A three-person panel made up of members from the provincial and/or local boards reviews the applications.
- Recommendation(s) are submitted to the President
- The President accepts (or rejects) the recommendation(s)

- The Board Member responsible for the award notifies successful individual(s) of the award in writing.
- If no suitable nominations are received, the award will not be given out that year

PRESENTATION:

- When possible, the award(s) are presented during the Annual General meeting
- An announcement is made in the Newsletter

AWARD:

- Certificate indicating the name of the award, the year, and the recipient's name
- Confers a year's membership in AAG (no membership dues)

Action: criteria and application forms available on the association's website
<http://www.aagweb.ca/> and through local chapters

**APPENDIX C:
OCCUPATIONAL PROFILE OF A GERONTOLOGIST
April 2007**

Gerontologists are professionals who specialize in studying and serving the needs of older adults. Gerontology combines age-related studies in a wide variety of academic professions and disciplines. It includes professions such as nursing; social work and dentistry; and disciplines such as biology, education, environmental studies, religion, human ecology, psychology, public administration, recreation and sociology.

Gerontology is an emerging field. Gerontologists may:

- conduct research, teach gerontology at colleges and universities, or educate older learners.
- develop and analyze policies on issues related to older adults.
- plan, administer and evaluate programs for older adults (e.g., administer senior citizen centres, provide home support services, supervise day support programs for frail and disabled seniors).
- provide or coordinate professional services for older adults in agencies or government departments.
- provide counseling and information services regarding concerns common to many older adults such as retirement planning, housing, tax assistance, home support and transportation services.
- Advise businesses on issues regarding older workers and consumers.

Qualifications

Gerontologists need:

- a minimum of a master's degree in gerontological studies, or in a discipline or profession specializing in gerontology.
- the ability to integrate knowledge from a variety of disciplines into an understanding of aging.
- education regarding the needs, attitudes and concerns of older adults.

Employment and Advancement

Gerontologists work in public and private agencies such as government departments, universities and colleges, hospitals, housing agencies, nursing homes, agencies offering community programs such as senior centres, meals-on-wheels and counseling centres.

Most gerontologists are educated in a profession or discipline. They often work for the same employers as others in their field, but specialize in working with older adults. Their advancement opportunities are the same in their academic discipline.

The proportion of older people in Canadian society is increasing. As the “baby boomers” grow older, the demand for the services of professionals educated in knowledge about aging and older people should increase.

Salary

Gerontologists’ salary ranges depend on their previous education level and experience.

Other Sources of Information

Contacts

If you represent a non-profit organization and would like your organization to be listed as a source for further information for people interested in this profession or discipline, please attach your business card here. Or note your position title, organization address and postal code, and business telephone number below.

Alberta Association on Gerontology
c/o #100A, 1509 Centre Street South
Calgary, AB T2G 2E6
Telephone: (403) 303-6082
Toll-free telephone: 1-800-432-1845

**APPENDIX D:
BOARD OFFICERS' DUTIES
April 2007**

Board Officers' duties are outlined in the AAG By-laws. In addition to the duties listed there, the following provide more details on responsibilities of Board Officers.

DUTIES OF THE PRESIDENT

1. To represent AAG, or arrange for representation at events the organization is invited to/hosts
2. To prepare a President's Page for each issue of AAGmag
3. To finalize meeting agendas and minutes after receiving drafts from secretary
4. To chair board and AGM meetings
5. To respond to mail, emails, faxes, telephone calls received by AAG office (normally within one week of receipt unless a longer response period is required). Determine actions required and consult with board members as required.
6. To communicate contents of mail, inquiries to AAG board members
7. To find committee chairs/individuals to lead various initiatives. Monitor progress on board assignments to ensure progress
8. To negotiate/renew contracts as required (e.g. Education Resource Centre, insurance (Treasurer handles) and website maintenance).
9. To ensure originals of documents/correspondence, etc. are sent to board secretary for association files
10. To review/edit/distribute for comment draft policy documents received to determine whether these will be approved as provincial policy documents
11. To provide overall oversight to association business to ensure AAG is meeting its bylaws, regulatory requirements, association objectives (e.g. financial audits, government reporting requirements, insurance renewals)
12. To act as the liaison to the Council of Affiliated Organizations (CAO) of CAG (or delegates this responsibility) – attends annual CAO meeting at CAG or ensures someone from AAG attends as our representative
13. To carry out a final review/edit of AAGmag before it is distributed to members

DUTIES OF THE TREASURER

1. To receive and deposit all monies forwarded to the Provincial Association as memberships, grants, donations, etc., in the appropriate account of a financial institution approved by AAG's Board of Directors. (Note: as of April, 2007, all banking transactions are conducted with HSBC, 10561 Jasper Avenue, Edmonton, Alberta T5J 1Z4).
2. To work with the staff person of the Educational Resource Centre who initially receives the monies paid to the Provincial Association through memberships and to assist in maintaining an accurate membership list.
3. To forward a cheque once a year to each Chapter for members enrolled in that Chapter. (Note: Chapters currently receive \$10 for each organizational member and \$5 for each individual, senior, and student member.)
4. To pay by cheque all invoices (with receipts where applicable) for expenses included in AAG's approved Annual Budget or approved by the Provincial Association Board. All cheques must be signed by two individuals authorized by the Provincial Association Board.
5. To maintain an accurate record of receipts and expenditures in a General Ledger.
6. To balance the General Ledger monthly with the bank statement.
7. To prepare and submit a Financial Statement to the Provincial Association Board at each meeting.
8. To make recommendations to the Provincial Association Board about investing monies not required by the Annual Budget (normally, Guaranteed Investment Certificates).
9. To review AAG's Annual Financial Statement with the auditor(s) and consult with the auditor(s) as required.
10. To present a complete Audited Financial Statement at each Annual General Meeting.
11. To propose the name of an auditor(s) for the following year at each Annual General Meeting.
12. To present the necessary banking resolution at the Annual General Meeting or Provincial Association Board meeting as required and to obtain the signatures of the approved signers for submission to the appropriate financial institution(s).
13. To prepare an Annual Budget in cooperation with the President and Committee Chairs for Board approval and to submit at each Provincial Association Board meeting a comparison of receipts and expenditures to budgeted amounts.

14. To prepare receipts in duplicate for donations and grants.
15. To receive Annual Financial Statements from each Chapter for review and to determine the amount of GST spent annually
16. To prepare and submit the AAG's annual claim for GST rebate (includes GST spent by the Chapters and the Provincial Association).
17. To prepare and submit the annual return for Charitable Organizations to the Canada Customs and Revenue Agency.
18. To prepare and submit the Society Annual Return to Alberta Registries
19. To attend meetings of the Provincial Association Board and Executive.

DUTIES OF THE SECRETARY

1. Schedule board meetings after consultation with President, based on dates that work best for most board members (generally late Sept./early Oct; Dec/Jan; late March/early April; June – afternoon of AGM). Arrange for meeting locations.
2. Ensure that each Board meeting and AGM has the required quorum of members (see the by-laws):
 - QUORUM: By-laws, section 4.6 (June 2003): "...Half of the Directors shall constitute a quorum at any meeting of the Provincial Board."
 - QUORUM for AGM: By-laws, section 2.3 (June 2003): "Ten per cent of the members, calculated at the time the notices are sent, shall constitute a quorum at any such meeting."
3. Draft and distribute meeting minutes (provincial board, membership AGM) after these have been reviewed by the President – arrange for someone to do these if absent from the meeting.
4. Draft meeting agendas based on previous minutes and input from President (provincial board and membership AGM).
5. Distribute meeting packages by email at least one week prior to meeting. Include in the meeting packages any reports provided in writing in advance of the meeting package distribution.
6. Schedule AGM in consultation with host chapter and ensure meeting is advertised in AAGmag and through email and 'snail mail' (for those without e-mail) to all members, in

keeping with bylaws [must announce the AGM in writing at least 14 days in advance of the AGM (item 2.2)].

- a. Invite incoming Board members to the June Board meeting as well as the AGM
 - b. Create certificates of retirement for Board members who are completing their terms, for presentation by the President during the AGM.
 - c. Create certificates of resignation for Board members who are resigning midway through a term, if their contributions deem recognition and if appropriate, in consultation with the President.
 - d. Create a certificate for the recipient of the Mary Morrison Award for presentation by the President during the AGM. (Have the certificate framed, if the recipient will be attending the AGM. Otherwise, arrange for an alternate presentation date and time.)
 - e. Compile and distribute to members the current Agenda and the previous year's AGM Minutes.
7. Compile annual report for distribution at AGM – send out request to appropriate committee leads, compile reports and format into one document, arrange for printing for distribution at AGM, send copies to chapter where the AGM was not held that year, send copy for website posting. AND:
- Compile and distribute copies of the AAG Annual Report, by asking all Board members and committee chairpersons for annual reports. Check the list according to the previous Annual Report.
8. Maintain and distribute an updated list of board actions so everyone keeps moving forward on these (e.g. board action plan) – standing item on board meeting agendas.
9. Maintain association official files. Send materials to provincial archives periodically for safekeeping.