

**SREC MISSION STATEMENT:** Southeast Regional Eldercare Coalition (SREC) will bring providers and advocates together to problem-solve eldercare issues, share program information, and be a collaborative force for change.

Through collaboration, the Coalition intends to strengthen senior access to services, support constructive collaboration between systems, advocate for system change that improves services, provide eldercare providers with relevant tools to improve service and host an Eldercare Summit to bring stakeholders and partners together. *Definition: The term “elder” is intended to represent any individual over the age of 60.*

*This charter will be reviewed annually.*

**SREC COALITION MEMBERS:**

Members of the Coalition agree that the mission of the Southeast Regional Elder Care Coalition is to bring participants together to problem-solve mutual issues, share program information, and be a collaborative force for change. This is an inclusive organization of members that have an abiding interest in eldercare in Southeast Alaska.

As a member organization or individual, we are committed to participate actively in the SREC. We are committed to the mission and strategies that have been and/or will be decided by the full Coalition and the SREC Steering Committee. We are committed to the planning and collaboration that such coalitions undertake and understand that it will take time. We acknowledge the contributions and expectations of the other members of the Coalition. Benefits of membership include: an opportunity to advocate for elders by improve services throughout Southeast Alaska, access to the SREC website and its resources, educational events, connection to other members and priority populations, as well as access to dedicated staff serving the SREC as employees of the Grantee.

As members the SREC, we commit to:

- Attend or appoint a representative(s) to participate in coalition meetings and activities.
- Read minutes, reports and newsletters to keep abreast of coalition decisions/activities.
- Disseminate relevant information to organizational members or employees through listservs, websites and newsletters.
- Keep the SREC informed of our organization’s related activities.
- Uphold the roles and responsibilities as stated above in a professional manner and follow the SREC code of conduct.
- Respect the confidentiality of the Coalition’s business and decisions.
- Respect the confidentiality and privacy of individual elders, caregivers, friends and others involved with eldercare related business.
- Avoid and disclose any conflicts of interest.

**SREC STEERING COMMITTEE (SC):**

The purpose of the SREC SC is to be the governing entity for the Coalition and to provide guidance and assistance to the SREC Coalition, SREC Committees, SREC Projects and Program Directors, designated staff, and to support grantees and partners to achieve the mission of the Coalition through focused expertise in management, workforce, and other eldercare issues in Southeast Alaska.

The SREC SC is an active, working committee acting as a liaison between the SREC Coalition, Coalition Committees, grantors for project funding, and the community. It coordinates extensively with the Program Southeast Regional Eldercare Coalition  
Effective: December 15, 2023

Director and provides a critical link between SREC programs and regional stakeholders. The SREC SC's core Leadership Team consists of two Co-Chair(s), Immediate Past Co-Chair(s) and Secretary.

**Administration:** The Steering Committee consists of two Co-Chairs who will actively coordinate to ensure leadership at every meeting and a Secretary who shall assist the Co-Chairs with agenda development. The Co-Chairs will ensure documents distribution. The Program Director or designated individual will be responsible for taking meeting minutes and providing administrative support.

- **Membership:** SREC SC members are agency representatives, partners, experts, and collaborators who actively participate, in person or virtually, in scheduled meetings. The leadership team will be selected by the SREC SC on an annual basis no later than January 1<sup>st</sup>. See "Annual Election" below. Voting membership is limited to not more than 11 seats and each member will have one vote with an eye towards consensus. Consensus is defined as 70% of voting members in agreement. On matters of policy and programmatic import, the full coalition will be given the opportunity to comment and contribute prior to finalization. All workgroups/sub-committee chairs will participate in the SC to ensure strong communication amongst committees. Chairs will not have a vote unless they have also been appointed as a SC member. Efforts will be made to fill vacancies on the SC to support expertise, representation and diversity. Interested coalition members may join the SC as seats become available as voted on by the SC.
- **Preferred Qualifications:** Individuals will possess experience with services related to eldercare, healthcare, social services, workforce development, and/or interests that are relevant to the SREC mission and projects.
- **Time Commitment:** Meetings will be working sessions that will last approximately 1 hour and may be held monthly or bimonthly depending on the needs of the Coalition. Additional time will be needed to participate meaningfully in program reviews, providing expertise to the SREC staff, and other tasks as requested.
- **Member Responsibilities:**
  - **Participation:** Because the SC is a working group, SC members who are not able to actively participate and contribute (more than 3 unexcused absences/year) will step aside to create space on the SC for new members who are able to participate.
  - **Leadership:** They have the authority to make decisions on their organization's behalf within the SC structure (when applicable). This allows the SC the ability to establish collaborative efforts across partnerships without halting progress to engage the organization's leadership separately.
  - **Positive Representation:** They represent the vision of the SREC, and accurately represent the SC decisions and efforts to the eldercare community and serve as a resource for community collaborators and regional activities.
  - **Best Practices:** Shares and demonstrates best practices with the SREC and SC.
  - **Resource:** Serves as a resource and actively participant in SREC and eldercare system efforts including projects specific to the SREC, such as the JEDC SREC Project and Eldercare Summit.
  - **Code of Conduct:** Members agree to act according to the code of conduct and work collaboratively with the SC, JEDC, and partners by following communication and meeting standards (listed below).
  - **Accountability:** SC members agree to be accountable to make a good faith effort to perform their member responsibility as outlined in the charter. Performance of these duties reflects on the professionalism of the SREC and impacts the SC ability to help elders, caregivers and services in Southeast Alaska, thus members are asked to support one another in success and accountability.
- **Compensation:** While the contributions of the SREC Steering Committee members are highly valued, participation is voluntary and no compensation is provided.

- **Terms:** Unless otherwise noted, SREC Steering Committee members will serve a 3-year term. To allow for staggered term limits, some seats will be for 2-year terms and the other half for 3-year terms. There will be a maximum of six consecutive years in service.
- **Seats:** Total membership is not to exceed 11. Members will be chosen from the following categories to ensure broad and adequate representation of necessary expertise, regional representation and diversity. Some members may belong to multiple organizations and will identify all groups they participate in. Efforts will be made to ensure that there is not disproportionate representation from a single organization on the SC by identifying what organization each member is representing as a SC member.
  - 1) Eldercare Expertise – efforts will be made to have a range of expertise and insight represented on the SC in support of a variety of projects including:
    - a) Eldercare Services Provider
    - b) Eldercare System Navigation
    - c) Eldercare Training
    - d) Workforce Development
    - e) Eldercare Tribal Partners
    - f) Eldercare Medical Providers
    - g) Senior Advocacy, Advisory and Education groups
    - h) Direct Services Provider (DSP)
    - i) Other Elder, Caregiver, Natural Support
  - 2) Regional Diversity – as a regional coalition, every effort will be made to have SC members who reside in and are familiar with communities across Southeast Alaska.
  - 3) Identify Diversity – the SREC supports representation that reflects the diversity of Southeast Alaska including Alaska Native, BIPOC, LGBTQIA+, and neurodiversity
  - 4) One seat is reserved for the business that administers the grant funded SREC project – Juneau Economic Development Council (JEDC). This seat is one of the 11 on the SC.
  - 5) Seats are reserved for immediate past Co-Chairs should they choose to remain an active member of the SC. Each seat is one of the 11 on the SC. If these seats are vacant, they will be offered as a regular (non-leadership) seat to another member.
  - 6) Other voices of value – SREC recognizes that elder issues impact and are affected by many groups and fields and may consider SC membership from a variety of collaborators and community contributors including but not limited to:
    - a) Experts in nutrition, gerontology, and end of life
    - b) Government
    - c) Cultural advocates and educators
    - d) Civic and cultural groups
    - e) Private sector/entrepreneurship/small business
    - f) Arts and recreation
    - g) Economic Development/Market Research/Data Analysis

#### **Steering Committee Communication Etiquette**

- Rules of Order – The SC will use a relaxed Robert's Rules of Order to ensure that shared meeting etiquette is clear and consistent; members are asked to raise their hand and be recognized by the Co-chair prior to speaking.
- Facilitation – The Co-Chair(s) will facilitate the meeting unless another facilitator is identified.
- Administrative support – support to include sending meeting invitations, materials, and screen sharing during meetings and minute taking, will be provided by or delegated by the Project Director or the SC Secretary.

- Agendas – will be developed by the co-chairs with support by the Project Director or the SC Secretary; all members may propose agenda items in advance of the meeting; the agenda will be reviewed at the start of the meeting to allow additional items to be identified; the SC leadership will prioritize agenda items in order to ensure the project and meetings stay on task.
- Representation – Periodically throughout the meeting all members may be asked if they have any thoughts on items under discussion to ensure all voices are heard; this will be done before a vote is taken to finalize decisions.
- Decision making – Identified members of the SC are decision makers and each member has a single vote; a majority of the SC must be present to make a decision / call a vote; consensus is defined as 70% of voting members in agreement.
- Minutes – the Project Director takes minutes for the SC. In the last minutes of each meeting, the Project Director will read out decisions and action items to ensure that it accurately and completely reflects the decisions and work assignments of the group; revisions will be made immediately as needed; minutes will be sent to the committee as soon as is possible afterwards.
- Email communication – we strive to keep open dialogue and support equal voice for all members. Thus, we hope to limit the number of conversations via email in favor of meetings where all are present and able to participate concurrently. When sending emails, note in subject line whether a reply is requested or not; please include all SC members to ensure transparency (this does not apply to those completing specific work assignments together as the behest of the SC). A good rule of thumb is that if there are more than 3 back and forth emails with content that could lead to decision making, that the items should be sent to the Co-Chairs and Project Director for consideration to be added to the SC agenda.

**Liaison – the Steering Committee Members will act as liaisons to:**

- Ensure that the representative has the authority to make decisions on the organization’s behalf within the SC structure
- Act as a bridge to connect the SREC with the broader regional eldercare community.
- Provide feedback to the SREC about community best practices
- Serve as a resource for community stakeholders and regional activities
- Provide outreach to providers regarding relevant issues (recruitment, training, retention)
- Provide guidance and assistance in manifesting an Eldercare Summit

**Oversight– the Steering Committee Members will:**

- Provide program and policy input to the SREC Project Director
- Be provided programmatic, financial, and budget documentation periodically and upon request
- Provide feedback and recommendations to the JEDC Executive Director on the performance of the SREC Program Director and staff
- Provide feedback and recommendations to JEDC regarding grant performance

**Hiring– the Steering Committee Members may:**

- Serve on a hiring team for key SREC Project Positions including but not limited to the Program Director and will assist with refinement of Job Description, review of applicants, interviewing and recommendations for hiring

**Planning– the Steering Committee Members will:**

- Assist with the continual updating of the SREC Strategic Work Plan as needed to meet Coalition needs

- Act as a convening entity for the SREC to strategically plan and implement elements of care coordination, improvements to wraparound services, and other mechanisms that impact elders in the SE region
- Offer input on existing programs, new initiatives, and strategic direction of eldercare services in Southeast Alaska

### **Expertise Connections for SREC Staff**

SREC Steering Committee will agree to assist in onboarding staff by introducing SREC staff to their organizational leadership (as needed) and be willing to meet with SREC Staff on an ongoing basis to provide information, historical perspective and assistance relative to eldercare issues. In particular, the following areas of expertise are deemed to be essential and the named organizations have agreed to dedicate their time to SREC staff with regard to those areas of expertise as SREC becomes established:

- Direct Service, Senior Centers – Catholic Community Service (CCS)
- Aging and Disability Resource Center and navigation of services – Southeast Alaska Independent Living (SAIL)
- Workforce Development and Recruitment - Alaska Department of Labor and Workforce Development (AKDOLWD)
- Training - Bartlett Regional Hospital, University of Alaska
- Tribal and cultural issues – Central Council Tlingit and Haida Indian Tribes of Alaska (CCTHITA)
- Wage Supplementation Program experts

### **SREC Subcommittees:**

The role of subcommittee members is to bring expertise, advice, and resources around specific areas that the Coalition prioritizes and to support the SREC Program Director and other SREC staff in their work.

Subcommittees are intended to be workgroups that delve into specific areas of need for the Coalition to provide information, direction and support decision making. Subcommittees include Workforce, Best Practices, Advocacy, and Funding and may change as needed.

SREC subcommittee Chairs will be selected by the SC and serve for a minimum of one year. Subcommittee Chairs will be responsible for holding regular meetings, providing guidance to SREC staff regarding relevant issues pertinent to the committee.

## Southeast Regional Eldercare Coalition



## MEMBERS

