

Agency, Board or Commission		Seniors' Secretariat Steering Committee
1	Statute	No Statute.
2	Purpose	The Seniors' Secretariat was established to: respond to what was being heard from Island seniors; respond to aging demographics; and to respond to the need to sustain social programs for seniors.
3	Functions	The role of the Secretariat is: to support plans, policy and programs that will improve the quality of life of Island seniors; to develop and support public education efforts for seniors and about seniors' issues; and to serve as an information point to provincial government for seniors, community groups, other governments and business.
4	Primary Role	Non-adjudicative
	Material Role	Advisory
5	Composition	The Seniors Secretariat Steering Committee includes 10 members in addition to the Minister of Social Services and Seniors. They are representatives of provincial government departments and three seniors' organizations including the PEI Senior Citizens' Federation, Seniors United Network and Les Francophone de l'age d'or de l'Île-du-Prince-Édouard. The Steering Committee is co-chaired by the Minister of Social Services and Seniors and a community member.
6	Formal Qualifications	None
7	Work & Experience Requirements	The composition of the Seniors' Secretariat Steering Committee reflects factors such as geography, gender, age variations, experiences and language. Members of the Steering Committee: are aware of the many issues associated with Island seniors; work proactively with other community organizations and with government to ensure that the needs and concerns of seniors are being advanced. They are expected to share with other senior's groups information about the work of the Secretariat and represent the Secretariat when appropriate.
8	Skills Required	
9	Statutory Nomination Requirements	None

10	Traditional Nomination Requirements	Each of the three organizations, PEI Seniors Federation (PEISF), Seniors United Network (SUN) and Les Francophone de l'age d'or de l'Île-du-Prince-Edouard were asked to submit three names to the Minister of Social Services and Seniors who selected two from each organization and forwarded the names to Executive Council for approval.
11	Renumeration	Authorized expenses incurred to attend meetings are reimbursed.
12	Anticipated Time Commitments	Quarterly meetings are anticipated.
13	Other Notes	Geographic and demographic distribution of membership is an important consideration.
14	Vacancies	N/A

