



MEMORANDUM OF UNDERSTANDING

Welcome to the Angus Glen Older Adults Club (AGOAC). The Club is a non-profit organization currently operates in Markham Ward 6 and Ward 3 serving over 1,000 members. All of the Executives, Program Coordinators are volunteers. Appointment of the Program Coordinators are reviewed and approved by the Board of Directors.

The philosophy of the AGOAC is to provide an affordable, safe and amiable environment for seniors to enjoy life through exercises, sharing of expertise, meeting new friends. The Program Coordinators play a very important role. The Board of Directors reserves the right to terminate Program Coordinator.

When you are inducted into the Club as a Program Coordinator, you are expected to:

- Abide by the rules and regulations of the Club.
 - Refer to the Code of Conduct published by City of Markham
- Act an ambassador for the Club
- Liaison with other instructors of programs assigned to you
- Act as a conduit between members and the Board
- Protect the interest of the Club:
 - Manage and maintain the integrity of the program assigned to you
 - Enforce and support all decisions made by the Board of Directors
 - Ensure Club's policy on non-members participation is observed
 - Collect and record fees collected from non-members where applicable
 - Maintain attendance record, keep track of waiting list and report to the Board on a regular basis
- Report to the Board suspicious activities (such as conflict of interest, solicitation of business, etc.) that may negatively impact the Club

Program Coordinators shall be terminated if

- Disciplined by the Board due to serious misconduct
- Fail to protect the interest of the Club