

PORTFOLIO TERMS OF REFERENCE

1. Title of Committee:

Sustainability Committee (AGES)

2. Reporting to:

General AGES Board

3. Date of Establishment:

March 2023

4. Functions and Responsibilities:

To review AGES practices including functions, website, conferences, educational events, AGES fellowship and secretariat to look for more sustainable ways of practice.

To seek and promote sustainability opportunities

5. Membership:

Emma Readman, Rachel Green, Kate Martin, Michael Wynn-Williams

6. Management and Co-ordination:

Management and co-ordination of the day-to-day operations of the Sub-Committee will be undertaken by the Chair and the AGES Secretariat.

In general, all decisions shall be by consensus with voting an option as required by the Chair. If a vote is required, the requirement for a vote and the result should be reported to the Board for a final decision.

7. Chair:

Currently: Emma Readman

In the absence of the Chair at a committee meeting, the role of Chair can be delegated to an ordinary Member who will have responsibility to chair the meeting.

8. Quorum:

Any 2 members

9. Agenda items:

Notification of agenda items and documents to be provided to committee no later than 7 days prior to committee meetings.

10. Minutes and Meeting Papers:

To be generated within 2 weeks of each meeting

11. Frequency of Meetings:

6 Monthly

12. Review of Terms of Reference:

Terms of Reference should be reviewed every 2 years, or sooner if deemed necessary.

13. Approval Process and Date for Next Review:

AGES Board Approval:	
Date of next Review:	
Revision History:	N/A
