

## PORTFOLIO TERMS OF REFERENCE

### 1. Title of Committee:

Equity, Inclusion & Diversity (EID)

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### 2. Reporting to:

General AGES Board

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### 3. Date of Establishment:

March 2021

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### 4. Functions and Responsibilities:

- To provide AGES with the tools to ensure equity and inclusivity for AGES members, and to embrace and uphold diversity within the AGES society.
  - To provide and promote statements, policies, and procedures for AGES that maximise equity and inclusivity, and celebrate diversity.
  - To ensure the AGES has a culture consistent with best practice on equity, inclusion and diversity in Australia and New Zealand. (As per the Australian Government Workplace Gender Equality Agency Gender Equality Indicators)
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### 5. Membership:

Current members: Keryn Harlow, Kate Martin, Kirsten Connan, Vasdhau Iyengar, Sarah Corbett, Tristan McCaughey

Minimum 4 members on committee. All members should be AGES members and preferably AGES graduates or current fellows with 1 member from the Board.

Committee terms are for 2 years with terms changing at the commencement of the new board following the AGM. The chair shall be appointed by the AGES president following the AGM.

AGES fellows and trainees (non-board) may serve on the committee for a maximum of 2 terms or 4 years consecutively.

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### 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.

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**7. Chair:**

Board member to chair

Currently: Keryn Harlow

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.

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**8. Quorum:**

Any 2 members

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**9. Agenda items:**

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

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**10. Minutes and Meeting Papers:**

To be generated within 2 weeks of each meeting

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**11. Frequency of Meetings:**

Quarterly

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**12. Review of Terms of Reference:**

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

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**13. Approval Process and Date for Next Review:**

AGES Board Approval:	8 July 2025
Date of next Review:	8 July 2027
Revision History:	29 August 2023

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