

PORTFOLIO TERMS OF REFERENCE

1. Title of Committee:

Equity, Inclusion & Diversity (EID)

2. Reporting to:

General AGES Board

3. Date of Establishment:

March 2021

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.
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5. Membership:

Current members: Kirsten Connan, Hugo Fernandez, Vasdhau Iyengar, Basia Lowes, Simon McDowell

Minimum 4 members on committee. All should be AGES graduates. 1 member from 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 (non-board) may serve on the committee for a maximum of 2 terms or 4 years
consecutively.

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:

Board member to chair

Currently: Kate Martin

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:

Quarterly

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:	28 August 2023
