

PORTFOLIO TERMS OF REFERENCE

1. Title of Committee:

Member Engagement Committee

2. Reporting to:

General AGES Board

3. Date of Establishment:

03/2021

4. Functions and Responsibilities:

To foster engagement of AGES Members with the Society through educational and/or social events

These events include but are not exclusive to:

- virtual education meetings on core educational topics
 - mentorship for adoption of new procedures
 - o face-to-face
 - o video review (whole procedure/key procedure elements)
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5. Membership:

Current members: Michael Wynn-Williams and Emma Readman

Minimum 4 members on committee with 2 members 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 (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: Michael Wynn-Williams

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:	N/A
