

PORTFOLIO TERMS OF REFERENCE

1. Title of Committee:

Membership, Awards and Scholarships

2. Reporting to:

General AGES Board

3. Date of Establishment:

Prior to 2012.

4. Functions and Responsibilities:

Assessment of AGES membership needs including:

- organising membership surveys to assess the composition and needs of the membership
- generating ideas as to how to improve the membership numbers
- overseeing membership drives
- To oversee the running of awards and prizes at conferences:
 - including developing guidelines for the proper assessment of the awards/ prizes
 - making the final decision as to who is the recipient of awards/prizes, and
 - the handing out of the awards/prizes at the relevant conference
- Assessment of the criteria for scholarships, making sure that they are advertised appropriately

5. Membership:

Emma Readman, Samantha Mooney, Jennifer Pontr , Akshara Shyamsunder

6. Management and Co-ordination:

YRD

7. Chair:

Jennifer Pontr 

8. Quorum:

Any 2 members

9. Agenda items:

Membership numbers and changes in numbers over the appropriate categories of membership
Awards/Prizes timelines
Scholarship timelines

10. Minutes and Meeting Papers:

11. Frequency of Meetings:

Quarterly

12. Review of Terms of Reference:

Terms of Reference should be reviewed as considered necessary, but at least every 3 years.

13. Approval Process and Date for Next Review:

AGES Board Approval:	
Date of next Review:	
Revision History:	8 April 2025
