

## PORTFOLIO TERMS OF REFERENCE

### 1. Title of Committee:

AGES Membership Engagement & Mentorship

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### 2. Reporting to:

Stephen Lyons

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### 3. Date of Establishment:

March 2021

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### 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 via face-to-face or video review (whole procedure/key procedure elements).

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### 5. Membership:

Stephen Lyons, Michael Wynn-Williams, Emma Readman

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### 6. Management and Co-ordination:

YRD

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### 7. Chair:

Stephen Lyons

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### 8. Quorum:

Any two 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 as considered necessary, but at least every 2 years.

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

AGES Board Approval:	
Date of next Review:	
Revision History:	29 August 2023