

PORTFOLIO TERMS OF REFERENCE

1. Title of Committee:

AGES Research Grant Committee

2. Reporting to:

General AGES Board

3. Date of Establishment:

March 2001

4. Functions and Responsibilities

The functions and responsibilities of the Sub-Committee are based on the AGES Policy *AGES Research Grant Process*:

- The Chair to determine a yearly timeline for the allocation of funding for successful AGES Research Projects submissions
- The AGES Secretariat to receive and confirm the eligibility of submitted grants
- Sub-Committee members to review eligible submissions for AGES research funding
- The full Sub-Committee to meet by teleconference in October to allocate funds to successful research projects
- The AGES Secretariat to accurately minute the meeting which be ratified by the Sub-Committee by 'flying recommendation'
- The Chair to generate a Summary Report for ratification at the November Board meeting
- The AGES Secretariat to advise all grant applicants of outcomes and liaise with successful applicants in regards to the invoicing and reporting requirements of their grant

*Determination of the amount and source of research grant funds remains the responsibility of the Board.

5. Membership:

Current members: Rebecca Deans, Lenore Ellett, Roger Hart, Lynsey Hayward, Michael McEvoy, John Pardey, Asha Short, Clare Wong, Kate Martin

- All appointments to the Sub-Committee will be made by the Board on the recommendation of the AGES President for a period of two years in line with the Board terms.
- Members who serve the maximum of three two-year terms may be re-eligible for membership of the Sub-Committee following an absence one two-year term. Exceptions to the Sub-Committee tenure may be made for members transitioning through the roles of Chair and Deputy Chair which are also for a period of two years.
- Members of the Sub-Committee are to be non-AGES Board members except for a single AGES Board representative, The AGES Board Liaison. Membership of the Sub-Committee shall comprise the following nine (9) members:
 - Chair
 - AGES Board Liaison
 - Deputy Chair

- Six (6) members nominated by the AGES Board

The membership of the Sub-Committee should include at least one representative from New Zealand. All Sub-Committee members shall have voting rights

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:

Currently:
Rebecca Deans

The Chair and Deputy Chair of the Sub-Committee will be appointed from existing members except in extraordinary circumstances. The AGES President will seek agreement from the AGES Board before appointing the Chair and Deputy Chair. It will be generally expected that the Deputy Chair is appointed with a view to transition in turn to the position of Chair.

The Chair shall have delegated authority to deal with Sub-Committee matters of a routine and administrative nature, co-ordinated by the AGES Secretariat, and in collaboration with the AGES Board Liaison. Matters dealt with by the Chair will be tabled at each Sub-Committee meeting.

Matters on which no precedent has been established, matters of policy, new issues, specific referral matters and matters which require the benefit of discussion will be considered by the full Sub-Committee.

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:

The quorum for meetings of the Sub-Committee shall be five members. This applies to both face-to-face meetings and teleconferences.

If a quorum is not present, a meeting may still go ahead, with notes recorded. Should a recommendation arise under these circumstances, the recommendation and notes must be disseminated ('flying recommendation') to the full Sub-Committee (including those that were present) requesting the committee members to indicate their support or objection to the recommendation. For the recommendation to be effective, a quorum must have voted on it. At the subsequent Sub-Committee meeting, all 'flying recommendations' and their outcome, must be formally minuted.

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:

Accurate Minutes will be kept of all Sub-Committee meetings, including the grant allocation meeting.

In addition to the minutes of the grant allocation meeting the Chair is to provide a Summary Report of the grant allocation process and outcomes along with funding recommendations to be ratified by the AGES Board.

Draft Minutes are to be completed no later than 7 -10 working days following the meeting and passed to the Chair for approval. It is expected that the Chair of the meeting shall edit and approve the Minutes and return to the AGES Secretariat for circulating to the full Sub-Committee within 5 days upon receipt.

It is expected that Sub-Committee members will ratify the Minutes by 'flying recommendation' within 3 days upon receipt

The Summary Report will be completed by the 2nd of November and be forwarded on to the AGES Board for ratification at the AGES November Board meeting.

Recommendations/Reports to the AGES Board are to be drawn up by the AGES Secretariat and overseen by the Chair.

By agreement of the Sub-Committee, majority approved out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions shall be recorded in the Minutes of the next scheduled Sub-Committee meeting.

11. Frequency of Meetings:

The Sub-Committee shall meet at least once a year, usually in mid-October. This meeting will generally be held by teleconference. Additional meetings may be held by teleconference at the Chair's discretion, or as required.

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:	29 August 2023
