

Age-Friendly Steering Committee

Terms of Reference

Establishment of the Committee

The Age-Friendly Steering Committee (AFSC) was established in September 2020 to oversee the implementation of the Age-Friendly University Principles ([Appendix A](#)) and, more broadly, to advance UQ's diversity and inclusivity agenda in relation to intergenerational matters.

Roles and Responsibilities of the Committee

- Provide oversight of UQ's commitment to ensure progress on implementing, maintaining and extending the University's commitment to the Age-Friendly University Principles (see [Appendix A](#)) through all relevant actions and initiatives.
- Monitor performance against the Age-Friendly University Principles.
- Work alongside UQ's broader committees, organisational units and governance bodies regarding:
 - The embedding of the AFU Principles in existing policies and practices, and
 - The operationalisation and resourcing of initiatives related to the AFU Principles.
- Build awareness and engagement with the broader UQ community through the implementation of an effective communication strategy.
- Identify and provide guidance to resolve issues and risks.
- Play a governance advisory role to the Vice-Chancellor through the University Senior Executive Team, and to Senate through the Senate Committee for Equity, Diversity and Inclusion.

Structure and Composition of the Committee

The AFSC includes representatives from across UQ, including academic staff, professional staff, an Aboriginal and Torres Strait Islander staff member, alumni, students, key external stakeholders and senior leadership, who bring experience from different roles, career stages, work arrangements, and personal backgrounds. Membership is by EOI to, or nomination by the Chair of the AFSC. The AFSC is constituted to reflect the diversity of our UQ community in its constituency, including diverse ages and cultural backgrounds.

Acting Chair

If the designated Chair is not available, the Deputy Chair will be responsible for convening and conducting that meeting. The Deputy Chair is responsible for informing the Chair as to the matters raised or agreed to.

Observers

Observers may attend as required at the discretion of the Chair.

Proxies

Members of the committee can send proxies to meetings. Proxy members have full authority on matters of decision required by the committee for meetings they are in attendance for. Committee members are requested to inform the Chair as soon as possible if they intend to send a proxy to a meeting.

Responsibilities of all Members

Committee members (including the Chair) are responsible for the following:

- Ensure that the Committee is effective in fulfilling its roles and responsibilities.
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other committee documents.
- Actively contribute to the work of the Committee in achieving its goals and objectives. This will include some work outside of committee meeting times. Members should plan to commit up to one day per quarter to the business of the committee in addition to the meeting times.
- Ensure that issues, risks and opportunities are identified in a timely way, by providing agenda items to the Secretary in advance of meetings.
- Support open discussion and debate and encouraging fellow Committee members to voice their insights and views.
- Apply and champion the Age-Friendly University Principles, particularly within their respective areas of the University and within their spheres of influence (See [Appendix A](#) for the Principles).
- Liaise as appropriate with HR functions at Faculty/Institute level and respective Executive Leadership Teams on AF initiatives within the Faculty/Institute/Unit towards furthering UQ's commitment to the AFU Principles and broader intergenerational equality in the University.

External members contribute in kind by championing and assisting with UQ's Age-Friendly initiatives through their networks, by engaging in partnership and/or dialogue on AFC Principles and actions from an external perspective and through sharing their expertise with the AFC.
- Report upon any barriers to the implementation of actions and initiatives aligned to the AFU Principles within Faculties/Institutes/Units or other areas of UQ to the extent a member has knowledge of these.
- Provide a brief report to each meeting of the Age-Friendly Steering Committee on the progress of AFC actions or of relevant Age-Friendly initiatives within their respective Faculty/Institute/Unit.

Operation of the Committee

- The Committee will meet quarterly, with meetings held in person and by Zoom.
- The agenda and papers should be distributed at least one week prior to the meeting.
- The quorum for meetings is 50 per cent of formal members.
- The Terms of Reference of the Committee and the functioning of the Committee should be subject to regular review by the Vice-Chancellor, including self-assessment by the Committee at least every two years, to ensure it is operating effectively and fulfilling its functions.

Appendix A. Age-Friendly University Principles

- I. To encourage the participation of older adults in all the core activities of the university, including educational and research programs
- II. To promote personal and career development in the second half of life and to support those who wish to pursue second careers
- III. To recognise the range of educational needs of older adults (from those who were early school-leavers through to those who wish to pursue Master's or PhD qualifications)
- IV. To promote intergenerational learning to facilitate the reciprocal sharing of expertise between learners of all ages
- V. To widen access to online educational opportunities for older adults to ensure a diversity of routes to participation
- VI. To ensure that the university's research agenda is informed by the needs of an ageing society and to promote public discourse on how higher education can better respond to the varied interests and needs of older adults
- VII. To increase understanding of students of the longevity dividend and the increasing complexity and richness that aging brings to our society
- VIII. To enhance access for older adults to the university's range of health and wellness programs and its arts and cultural activities
- IX. To engage actively with the university's own retired community
- X. To ensure regular dialogue with organisations representing the interests of the ageing population