

Title:	Academy Steering Group Terms of Reference and Operational Rules
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1. Purpose of Steering Group

To support the development of the Academy to ensure that it meets its aims and the needs of its members and, to:

- celebrate success, achievement and ambition in ageing-related research;
- create a supportive place to find new collaborators, mentors and advisors;
- facilitate better understanding and foster relationships between academic and clinical researchers and community organisations working with older people;
- sustain existing and nascent networks for the longer term.

2. Terms of Reference

- 2.1 To generate and/or review proposals for new initiatives or services for members which will further the aims of the Academy.
- 2.2 To propose an annual plan.
- 2.3 To nominate one member of the Steering Group, annually, to join the Excellence Awards panel.

3. Membership

- 3.1 The Steering Group will elect a Chair from amongst its number. The term of office of a member of the Steering Group who is elected Chair may be extended to three years from the date of election as Chair.
- 3.2 The inaugural members will be appointed for a minimum period of two years, with individual members invited to extend their term for up to a further two years, to avoid all vacancies occurring concurrently. Thereafter, new members will be appointed for three years.
- 3.3 There will be one representative nominated from the British Geriatrics Society's Research and Academic Development Committee (RADC) *ex officio*. (Their membership term will therefore be aligned with their term on the RADC).
- 3.4 There will be two members who have completed a Vivensa Foundation funded fellowships, with at least one Proleptic post-doctoral fellow.
- 3.5 There will be a representative from a Community Organisation.
- 3.6 The Head of Communities and Governance will be a member *ex officio*.
- 3.7 There will be one member nominated from Research Grants Committee.

4. Proceedings of the Steering Group

- 4.1 The Steering Group shall meet up to twice a year.
- 4.2 There shall be a quorum when three members are present at any meeting.
- 4.3 Meetings of the Steering Group may be held either in person or by suitable electronic means agreed by the members in which all participants may communicate with all the other participants.

5. Conflict of Interest/Code of Conduct

- 5.1 Members of the Academy Steering Group shall abide by the terms of the Foundation's Conflict of Interests Policy and Code of Conduct.

- 5.2 Members shall declare any conflict of interest which might arise at the start of the meeting and shall then withdraw and take no part in the relevant discussion and/or any decision relating to it.

6. Voting

- 6.1 Voting shall be decided by a majority, with the Chair having a casting vote. In cases where no majority decision is possible, the matter will be referred to the Board of Trustees for decision.

7. Administration of meetings

- 7.1 Administration of meetings shall be the responsibility of the Foundation staff ex-officio member of the Steering Group, in liaison with the Chair.
- 7.2 Agenda papers shall normally be circulated to members two weeks prior to the meeting.
- 7.3 Draft minutes shall normally be circulated to members for approval within two weeks of a meeting having been held.
- 7.4 Minutes of meetings shall be signed by the Chair. All papers and minutes from the meeting (either circulated or tabled) will be retained in a legally acceptable form and in accordance with the Foundation's document retention policy.