



## AGE FRIENDLY - OLDER PEOPLES COUNCIL TERMS OF REFERENCE

### Aim

The Older People's Council (OPC) is a key part of the structure of the Cork City Age Friendly Programme. It brings the concerns and experiences of older people to the Age Friendly Alliance and the voice of the older people to the decision making process in both the Age Friendly Programme and in other fora.

The OPC is a two tier structure that comprises a wide membership base of older people over the age of 55 (Age Friendly forum), and a nominated **Executive Committee**.

The Executive committee reports to the **Cork Age Friendly Alliance** and works alongside them to deliver on Age Friendly Actions across the City.

### Purpose of the group

- To ensure that older people in Cork City participate in decisions which affect their lives.
- To provide an active channel of communication between the Older People's Council, the local and national Age Friendly Programmes.
- To provide the opportunity to comment on and influence local Age Friendly strategies, plans and projects for Cork city.
- To identify and inform key actions for implementation with the Cork Age Friendly Alliance and strive to achieve a number of the objectives in the Cork City Age Friendly Strategy.
- To monitor the implementation of the Age Friendly Strategy in the local authority area.
- To work cooperatively and represent the views of older people and keep older people up to date on key Age Friendly initiatives and structures.

### Membership of the Older People's Council

Membership will be made up of individual older people and representatives of groups who support older people who submit a membership form and will be representative of older people in the city ; striving to achieve a gender balance and social inclusion across Cork.

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### Executive membership : Chair

The Chair of the OPC should be:

Independent of the agencies involved with the Age Friendly Alliance.

- Elected by members of the executive committee and re-appointed bi-annually.
- Supported by a formally elected Vice Chair (who must likewise be independent of the agencies involved with the Age Friendly Programme)

### The Chair is responsible for:

- Chairing the Executive Committee of the Older People's Council
- Ensuring the needs of all ages are addressed through the agenda and conduct of the meeting
- Facilitating consensus decision making amongst members.
- Representing the collective views of the Older People's Council on the local Age Friendly Alliance.

### Executive membership : Secretariat

Secretariat support will be provided by the Age Friendly Programme Coordinator based in the Community section of Cork City Council.

### The purpose of the Secretariat is to:

- Build, maintain and support the Older People's Council.
- Take responsibility for general administration for meetings, booking venues, preparation of minutes, agenda etc. in consultation with and having approval of the Chair.

### Executive Committee of the Older People's Council

#### Purpose of the Executive:

- To attend and contribute to meetings and promote the widespread engagement of older people within the Cork City Older People's Council.



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### **Purpose of the Executive (continued):**

- To attend the Age Friendly Alliance meetings and report back to the Older People's Council on the Age Friendly Strategy.
- To organise Annual General Meeting(s) and ensure all members receive updates and information in relation to the Age Friendly City Initiative.

### **Membership and Structure of Executive Committee:**

- The Chairperson and Vice Chairperson will be key members of the Executive Committee.
- The Chairperson will convene meetings with the support from the secretariat.
- Organisations within the Community Sector shall be invited to nominate its representatives.
- The Cork City Age Friendly Office shall facilitate the nomination process.
- The appropriate number of Executive members ranges from 12 to 20 members, at the discretion of the Cork City Age Friendly group.

### **Meetings of Executive Committee**

- Meetings of the full Older People's Council will take place at least once a year (Annual General Meeting)
- Meeting agendas to be sent out prior to the meeting for comment by members.
- The Chairperson can convene a meeting outside of these annual meetings if deemed necessary.
- The Executive Committee will meet at least four times per year.



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### Terms of office

- It is the responsibility of all organisations involved to ensure there is a reporting mechanism within their own organisation for information received from Cork Age Friendly Forum.
- In the event of an Officer no longer being a member or employee of their representative organisation, a replacement will be sought at the next meeting or at a Special Meeting of the Executive.
- Officers may serve no more than two consecutive terms (4 years) or three non-consecutive terms (6 years) on the executive.
- A former Officer may be re-eligible for election following a term of two years absence.
- Members of the Executive serve a minimum term of 2 years to ensure that there is consistency in work undertaken for a period of time.
- At the end of this term, all of the Executive Committee members will step down and the nomination new members will take place.
- If a Member fails to attend three meetings of the Executive Committee without any correspondence, it will be assumed that they are no longer able to commit to being on the Executive Committee.

### Quorum

Half the current membership plus one

I \_\_\_\_\_ Chairperson of Cork City Older People's Council, have read the Guidelines for Cork City Older People's Council including the Terms of Reference

Signature \_\_\_\_\_ Date \_\_\_\_\_

I \_\_\_\_\_ Vice Chairperson of Cork City Older People's Council, have read the Guidelines for Cork City Older People's Council including the Terms of Reference

Signature \_\_\_\_\_ Date \_\_\_\_\_