



# Terms of Reference

## AAG Housing and the Built Environment Special Interest Group (HBESIG)

### Background

The Australian Association of Gerontology (AAG) Housing and the Built Environment Special Interest Group (HBESIG) was approved by the AAG Board on 6 June 2016. Special Interest Groups (SIGs) are subject to the [AAG Constitution and By-laws](#); [Clause 12 of the AAG By-laws](#) relates to Special Interest Groups.

### Purpose

#### AAG's overarching purpose and principles

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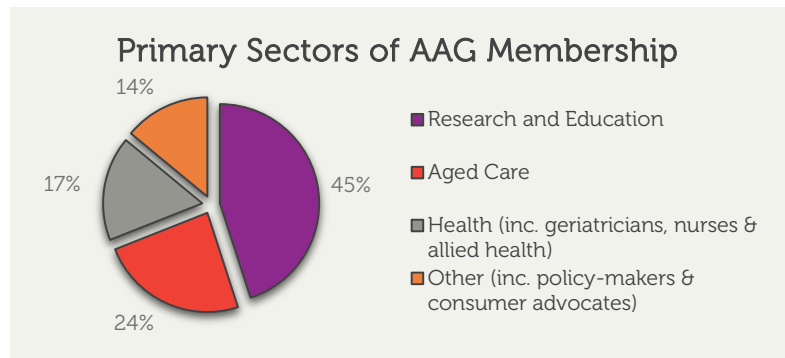
*AAG's purpose is to improve the experience of ageing through connecting research, policy and practice.*

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Its principles are to evidence informed, multi-disciplinary and holistic, independent, collaborative and fair.

#### AAG's membership

Since 1964, AAG has been Australia's peak national body linking individuals and organisations with expertise in ageing. AAG has over 1,400 members across every State and Territory in Australia representing the full breadth of aged care experts.



#### Purpose of the AAG HBESIG

The purpose of the AAG HBESIG is to:

- Facilitate opportunity for exchange and collaboration between researchers, practitioners and service providers with an interest in housing and built environment research and practice, as relates to older people
- Share knowledge, expertise, and interest in housing and built environment research and practice, as relates to older people

Area	Effective Date	Last Review Date	Version	Approved by	Next Review Date
Members	11/12/2019	1/6/2021, updated Strategic Priorities reference and contact and communication clauses	0.3	Convenor	TBC

- Identify future housing and built environment research directions, through the intersection of service providers, practitioners and researchers
- Provide advice to inform AAG's advocacy position in relation to the diverse housing needs and desires of older Australians; and the impact of the built environment on the independence, health, wellbeing and quality of life of older Australians

## Links to AAG's Strategic Priorities 2020-2023

The abovementioned purpose of the AAG HBESIG ties in with the following [AAG Strategic Priorities for 2020-2023](#):

### *Goal 1- Demonstrate leadership through setting the ageing agenda*

- 1 Advocate for and promote evidence informed thinking action as the gold standard.
- 2 Lead and participate in forums, activities and advocacy that set the agenda for change and innovation in ageing and gerontology.

### *Goal 2- Strengthen innovation and collaboration to increase impact and reach*

- 1 Develop creative and productive partnerships across all ageing related sectors and disciplines, including with politicians and all levels of governments.
- 2 Amplify the voice of members including through AAG's state/territory divisions and special interest groups.

### *Goal 3- Ensure evidence from multiple perspectives is at the centre of policy and practice*

- 1 Influence development, implementation, and evaluation of policy on all aspects of ageing on which AAG members have expertise to contribute.
- 2 Facilitate events that enhance and support impact on research, education, policy and practice.
- 3 Target program and practice improvement across sectors that engage older people.

### *Goal 4- Grow sustainably as Australia's peak body of choice in gerontology and ageing*

- 1 Support students, researchers and practitioners to develop careers in the ageing field.

## Membership

The AAG HBESIG:

- is open and free to all AAG members
- must maintain a minimum of 10 members including the Convenor(s) to continue to function.

Convenor(s) will be selected by the SIG members. Each SIG can determine its own process for selecting Convenor(s). There can be a maximum of two Convenors.

Members may elect to leave a SIG at any time, without stating a reason and without it affecting their AAG membership or future interactions with AAG, its SIGs or Divisions.

## Responsibilities

All members of the AAG HBESIG will be responsible for:

- To the extent possible, participating AAG HBESIG meetings, including reading all material prior to meetings.
- Providing apologies, verbally or in writing, to the Convenor(s) prior to the meeting.
- To the extent possible, providing feedback in a timely manner, when requested to do so.
- Adhering to professional and respectful behaviour.
- Respecting the role of the Convenor(s).

## Responsibilities of Convenor(s)

The Convenor(s) of the AAG HBESIG will be responsible for:

- Attending and facilitating all AAG HBESIG meetings. Or, if unable to attend, ensuring that as much notice as possible is given to enable an alternative meeting time to be arranged.

- Calling HBESIG meetings, with the support of AAG contact person if needed.
- Encouraging and leading appropriate and respectful discussion amongst SIG members.
- If request to do so by AAG's CEO, representing AAG in public forums of relevance to the SIG.
- Facilitating the development of the annual activity schedule.
- Communicating with AAG to ensure the effective functioning of the SIG.
- Maintaining a membership list and communicating with members through the AAG National Office.
- Developing the written annual report to the AAG Board.

## Activity schedule

Each year, the AAG HBESIG will develop an activity schedule together with relevant AAG staff to be approved by the AAG Board. This activity schedule will take into account, among other things, the following factors:

- The [AAG Strategic Priorities 2020-2023](#).
- Other previous, current and planned AAG initiatives/activities.
- AAG's previous, current and planned policy work, including any AAG position papers or submissions.
- Available resources, including support staff.

In consultation with key AAG staff, the AAG CEO will provide feedback on the feasibility of the proposed activity schedule, including any financial considerations, before it is submitted to the AAG Board for approval.

Examples of the types of activities related to the interests and expertise of SIGs that may be appropriate are:

- Organising webinars.
- Writing an opinion piece/article to be published in a magazine such as Australian Ageing Agenda.
- Nominating appropriate experts to represent AAG in external forums, when requested to do so by AAG CEO.
- Contributing to, and providing feedback on, submissions to Government inquiries developed by the AAG Research and Policy team.
- Contributing to, and providing feedback on, position statements developed by the AAG Research and Policy team.

## Resources

### Support from AAG staff

Each Special Interest Group is assigned a point of contact from within AAG's Policy and Research team. The AAG HBESIG policy contact is AAG's Policy and Research Manager Sandra South ([ssouth@aaag.asn.au](mailto:ssouth@aaag.asn.au)). This policy contact can, for example, provide feedback regarding the policy implications of proposed activity schedules and support in framing and developing any policy-related activities identified in the activity schedule. The policy contact is also available to help book meetings with SIG members to plan these activities and to run any policy-related events.

AAG's Marketing and Membership Manager, Michael Tan ([mtan@aaag.asn.au](mailto:mtan@aaag.asn.au)), guides the SIG's policy contact in supporting the SIG to run any webinars or other events.

## Financial support

All financial matters relating to the AAG HBESIG will be managed by the AAG National Office and with the approval of the AAG CEO.

The AAG HBESIG should identify any expected activities that they expect may result in expenses and/or income when they submit their draft annual Activity Schedule to the AAG CEO for feedback. Special Interest Groups may recommend external funding sources for activities from outside the AAG. These external funding sources would be applied for by the AAG National Office after approval by the AAG CEO.

In consultation with other key AAG staff, the AAG CEO will then provide advice and feedback on the financial feasibility of the proposed activities. If necessary, the AAG CEO may provide advice on how the activities could be modified to ensure they fit within AAG's budget.

## Communication with AAG

The primary point of contact for AAG special interest groups is their policy contact AAG's Policy and Research Manager Sandra South (ssouth@aag.asn.au). The policy contact will assist them in getting any required approval and support for communications from the AAG Marketing and Membership Manager, AAG CEO, and/or Board (see external communications and marketing section below).

All AAG HBESIG communications should preferably be directed to AAG via the Convenor(s).

The CEO of AAG will be the point of contact between the special interest group and the AAG Board of Directors.

## Reporting requirements

The Convenor(s) will submit a written annual report to the CEO of AAG for forwarding to the AAG Board at least one month ahead of the Annual General Meeting (held at the AAG National Conference). This annual report will be included in the President's Report presented at the Annual General Meeting. The annual report will provide a brief analysis of the key issues or themes related to the SIGs focus, the activities and outcomes of the AAG HBESIG for the past year and activities planned for the following year.

## Accountability

The Convenors will be accountable to the AAG Board of Directors. SIGs progress is approved subject to a sustained level of activity.

## External communications and marketing

All external communications must occur via the AAG National Office according to AAG style guidelines and with the approval of the AAG Marketing and Membership Manager and/or AAG CEO, as appropriate. At the AAG CEO's discretion, approval from the AAG Board may also be sought for external communications. External communications include, but are not limited to, marketing of activities, communication with AAG members outside the AAG HBESIG, submissions to Government inquiries, letters to key stakeholders, and any other documents made available to people outside the AAG HBESIG.

Like all AAG members, AAG SIG members are expected to abide by AAG's policies and guidelines. This includes, but is not limited to the guidelines for:

- Use of [social media](#) by members and staff
- [Public comments](#) made on behalf of AAG
- [Representing AAG](#) in various forums
- [AAG communication channels](#) and how they are used policy