



Representation Policy and Procedure

The aim of this Representation Policy and Procedure is to clarify expectations and roles to ensure that members representing the Australian Association of Gerontology (AAG) can efficiently and effectively contribute towards AAG's purpose.

Who this policy applies to

This policy and procedure applies to AAG members who are requested to represent AAG at forums such as on government committees, expert reference groups, meetings or workshops.

It also outlines the commitment that AAG staff/Board members make in supporting members representing AAG.

Nominations to represent AAG

The decision as to who is most appropriate to represent AAG at forums such as on government committees, expert reference groups, meetings or workshops is made by the Chief Executive Officer (CEO) of AAG, unless it is a Board determined representation in which case it will be made by the AAG Board Directors. The CEO/Board will take into account various factors when making this decision, including:

- the expertise required as defined by the forum organisers;
- the availability and capacity of the nominee to contribute to the forum in the manner requested by the forum organisers (e.g. ability to attend meetings in working hours, ability to travel interstate);
- any conflicts of interest; and
- any other factors such as strategic, organisational or political sensitivities.

Members are given the opportunity to indicate to AAG their areas of interest and/or expertise to the organisation. In addition, at the discretion of the CEO, a call for expressions of interest to the membership may be made in relation to specific requests for an AAG representative.

AAG also encourages members to get in touch with the CEO of AAG if they hear about a forum where they think AAG should be represented and/or if they would like to nominate themselves or someone else for that position.

Expectations of members representing AAG

When representing AAG, you are expected to:

- Contribute AAG's purpose to improve the experience of ageing through connecting research, policy and practice;
- Maintain open communication with AAG;
- Maintain professional conduct;
- Declare and actual or potential conflicts of interest; and
- Respect confidentiality.

The following sections give some additional guidance that may help you in meeting these expectations.

Contribute to AAG's purpose

Members representing AAG should familiarise themselves with the organisation, its purpose and the current strategic priorities. This section briefly introduces AAG's purpose and principles. Further details are available on the AAG website and by talking to your AAG contact person.

Area	Effective Date	Last Review Date	Version	Approved by	Next Review Date
Members	11/11/2017	26/02/2020	1 1	Board	26/02/2022

AAG’s purpose is to improve the experience of ageing through connecting research, policy and practice. AAG’s principles are to be **evidence informed, multi-disciplinary and holistic, independent, collaborative, and fair**. The purpose and principles have practical implications for representatives. It may be, for example, that your background and expertise is in one field or discipline (e.g. geriatric medical research) and that you need the support of your AAG contact person to ensure that you truly represent a multi-disciplinary and intersectoral approach (e.g. from different areas of research, as well as from experts practioners, policy or consumer advocacy). Appendix 1 provides information on the breadth of expertise the AAG membership represents.

To ensure that you reflect AAG’s current positions, please review any existing AAG policy papers, position papers or submissions that are relevant. These can be found on AAG’s website. **It is important that, irrespective of your own personal view, you adequately and knowledgeably put forward AAG’s views** where relevant positions have been articulated.

Maintain open communication with AAG

Your Representation Agreement (see Appendix 2) includes the name of your AAG contact person. This is your primary point of contact with AAG. It is important that you maintain regular contact with AAG by filling in the report proforma available in Appendix 3, at a frequency agreed upon in your Representation Agreement.

If minutes or reports are circulated to participants, please ask whether you are able to share these with AAG.

Please use the table below as a rule of thumb when decided how to respond to issues raised at the forum you are attending.

Table 1. General guidance for responding to questions/issues raised at forums where you are representing AAG.

Issue relevant to AAG?	Existing AAG position?	Urgent/immediate response required?	Examples of appropriate responses
Yes	Yes	Yes or No	<p>Provide a response that is in line with AAG’s existing position and your level of expertise.</p> <p>Advise AAG of the response you gave.</p>
Yes	No	No	<p>Ask your AAG contact person for advice based on what you feel would be the best course of action. This may include:</p> <ul style="list-style-type: none"> • Refraining from commenting until an AAG position is approved by the AAG Board; • Inferring an appropriate response from other relevant AAG positions, and/or; • Seeking advice from an AAG Special Interest Group (SIG) via your contact person. <p>Develop an appropriate response in communication with AAG.</p>
Yes	No	Yes	<p>Request that you are given time to consult with AAG and respond later.</p> <p>Ask/wait for a break and phone your AAG contact person for advice based on what you feel would be the best course of action.</p> <p>Advise AAG of the response you gave.</p>
Unclear	No	Yes	<p>Consider declining to give a response and explaining that it is not a topical issue for AAG.</p> <p>Ask/wait for a break and phone your AAG contact person for advice based on what you feel would be the best course of action.</p> <p>Advise AAG of the response you gave.</p>



Maintain professional conduct

Being selected as an AAG representative is a recognition of your high professional standing in the field of ageing. You are therefore aware of how to conduct yourself professionally and these points are provided as a reminder:

- Prepare as requested (e.g. by considering all meeting documents).
- Be alert to the fact that you are representing AAG, and not your own personal views.
- Be aware of reputational risk and that your behaviour will directly reflect on AAG.
- Be punctual.
- Attend meetings as requested, or give as much notice as possible if you are unable to attend.
- Be supportive and be a good listener.
- Respect others' opinions, views and positions.
- Understand and respect that others may be representing the position of their organisation, not their personal opinion.

In addition, you should familiarise yourself with AAG's Guidelines for public comment on behalf of AAG. These Guidelines outline the principles that Board Members, the CEO and other identified experts (e.g. members representing AAG) must comply with when making public comments on behalf of AAG.

Declare any actual or potential conflicts of interest

When you complete your Representation Agreement, you will be asked to also declare any actual or potential conflicts of interest using the form in Appendix 4.

Respect confidentiality

As a representative of AAG, you must respect the confidentiality of both AAG and the forum to which you are contributing.

For example, in order for you to be able to better represent AAG, you may be given access to AAG documents that are confidential or in draft form only. These should not be distributed further without the written consent of your AAG contact person or the CEO of AAG. You will be asked to sign the confidentiality agreement between yourself and AAG in Appendix 5.

In some cases, Committees or bodies on which you are participating on may require that confidentiality is adhered to. On such occasions, you will need to seek clarification from the Committee Chair/organiser as to whether you are able to report back any information to AAG. **If you are unable to report back to AAG and seek its advice, it may be that it is more appropriate for you to sit on the Committee as an individual rather than a representative of AAG.** This should be discussed with the CEO of AAG.

AAG's commitment to you

AAG will:

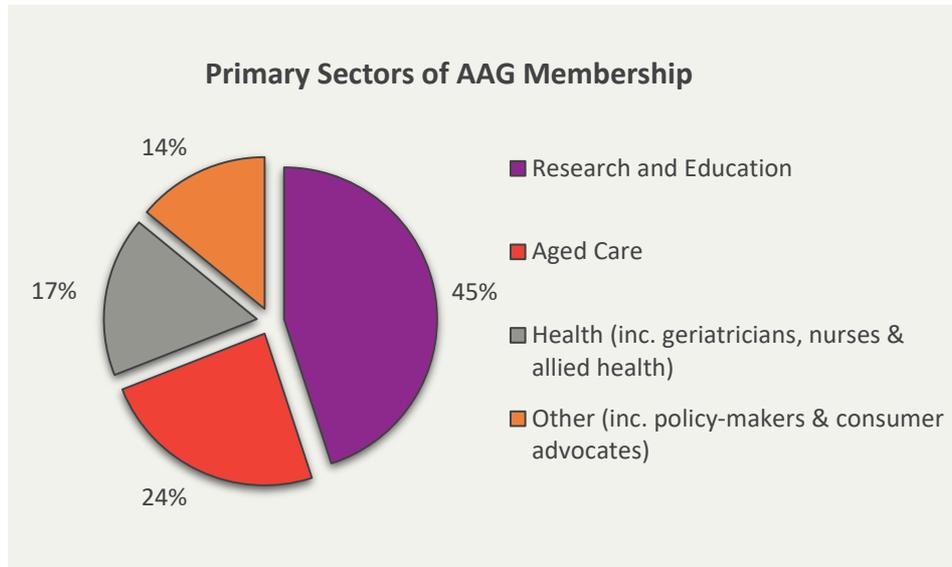
- Provide you with an AAG contact person for enquiries and support;
- As soon as possible, provide you with any AAG position papers, statements or other information that may enable you to better represent AAG;
- Treat you with respect;
- Ensure that reports or issues raised by members representing AAG are dealt with appropriately; and
- Keep a record of all members who represent AAG at forums such as on government committees, expert reference groups, meetings or workshops.



Appendix 1- AAG’s membership base

This Appendix provides a brief overview of the breadth of expertise AAG’s membership base represents. Further information can be found on AAG’s website or by talking to your AAG contact person.

Since 1964, AAG has been Australia’s peak national body linking individuals and organisations with expertise in ageing. AAG has approaching 1,500 members across every State and Territory in Australia representing the full breadth of aged care experts.



AAG members also contribute through Advisory and Special Interest Groups (SIGs) comprising people with shared interests. The current AAG Advisory and SIGs are:

- Aboriginal and Torres Strait Islander Ageing Advisory Group (ATSIAAG)
- Student and Early Career Group (SECG)
- Ageing, Workforce and Education (AWE) SIG
- Asia Oceania Research and Education SIG
- Culturally and Linguistically Diverse Ageing Communities (CALD) SIG
- Elder Abuse SIG
- Housing and the Built Environment SIG
- Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) SIG
- Regional, Remote and Rural (RRR) SIG



Appendix 2- Representation Agreement

I
(full name in block letters)

agree to represent the Australian Association of Gerontology (AAG) in the following activity;

.....
(review, consultation, enquiry, panel, committee, event or expert advisory group)

I understand that I will be representing AAG and that:

- I have read AAG’s Representation Policy and Procedure and understand that I am expected to:
 - Contribute AAG’s purpose to connect research, policy and practice;
 - Maintain open communication with AAG;
 - Maintain professional conduct;
 - Declare and actual or potential conflicts of interest, and;
 - Respect confidentiality.
- I understand that my role is to represent AAG’s position, irrespective of my own personal view or opinion.
- I understand that I am to provide a written report to AAG summarising any key information, issues addressed or decisions at least:

.....
(frequency of written reports required, as agreed between yourself and the CEO of AAG, e.g. within seven days of each meeting)

Signature of member representing AAG:

Date

Signature of AAG’s CEO:

Date

Note

Name of AAG contact person:

AAG contact person’s contact details:



Appendix 3- Reporting proforma

It is important that AAG is kept up to date so that your work as a member representing AAG and that of the organisation can be strategically aligned.

Please also attach any minutes from meetings you have attended, if you have the permission from the Chair/organiser to share these with AAG.

Forum	
Organiser	
Location	
Your name	
Date	
Brief overview of issues/topics covered	
Three key outcomes	
1.	
2.	
3.	
What do you see as the key implications (if any) for AAG and its members?	
Do you have any recommendations for further action that you would like AAG to consider?	



Appendix 4- Declaration of interests

Full name:

I declare that the following may be seen as competing interests in my role representing AAG at:

.....
(review, consultation, enquiry, panel, committee, event or expert advisory group)

Employment/Consultancy roles

Honoraria/Fees for service

Advisory/Committee Appointments

Research funding

Travel/Conference assistance

Other

I agree to inform AAG immediately should there be any change to my circumstances in this area.

Signature Date

OR

I have no competing interests to declare and agree to inform AAG immediately should there be any change to my circumstances in this area.

Signature Date



Appendix 5- Confidentiality Agreement

It is agreed that:

- AAG may choose to disclose Confidential Information to a member representing AAG (the Obtaining Party) for the purpose of representing AAG, as outlined in AAG’s Representation Policy and Procedure.
- Each party acknowledges that Confidential Information is valuable.
- The Obtaining Party must keep the Confidential Information confidential and preserve its confidential nature unless the CEO of AAG authorises the disclosure of information for the purpose of representing AAG.
- When the CEO of AAG authorises the disclosure of Confidential Information, the Obtaining Party acts in accordance with the terms of any such authorisation by the CEO of AAG concerning the level of appropriate disclosure.

Definitions

Confidential information includes information designated as confidential by AAG, information imparted in circumstances of confidence or information that the Obtaining Party knows, or ought to know, is confidential. It does not include information which is already known by the Obtaining Party at the time it is disclosed, or which becomes public information other than by breach of this Agreement.

Signature of Obtaining Party:

Name of Obtaining Party:

Date

Signature of AAG’s CEO:

Name of AAG’s CEO:

Date

