

Public Affairs Working Group

Terms of Reference

1. The public affairs working group is a subgroup of the Forum and is accountable to the members via the Chair, UKARF Steering Group.
2. It shall consist of a chair person, plus a minimum quorum of three other members.
3. It will meet at intervals, not less than two per year, and at other times as determined by the work of the group.
4. **Reporting.** Minutes shall be taken at each meeting and submitted to the programme manager to be included within the proceedings of the main Forum meetings.
5. **Powers.** It shall have the power to make decisions on public affairs at its meetings, which shall be submitted as recommendations to the steering group Chair, and subject to ratification by the steering group members.
6. **Aim.** The aim of the group is to deal with the public affairs matters of the Forum.
7. **Role.** In delivering its public affairs role, it will have responsibility for the following:
 - a) Advising on the organisation of public events e.g. conferences / seminars / briefings
 - b) Advice to the Forum on public affairs issues including public statements to the media
 - c) Submission of statements on public affairs to the programme manager for inclusion in newsletters, website etc.
 - d) Considering how to best engage with older people
 - e) Raising the profile of the Forum in areas which are agreed to be of importance to age research and to the interests of its members