

Committee Member Roles and Responsibilities

(This information can be found on pages 19-21 of your Committee Handbook)

AGS volunteer leaders are vital to the American Geriatrics Society's efforts to insure that older adults have access to high quality, patient-centered care. Your contributions of time and expertise to Committee membership are one of our most important and valued resources.

Our Commitment to You

We commit to:

- Providing you with mentoring from the Chair or Vice Chair during your Committee service.
- Providing you with annual feedback on your work as a Committee member.
- Providing the Committee with staff support for conducting its regular and usual business and to be responsive to requests for additional staff support for individual committee projects as the need arises.
- Keeping you apprised of new developments at the AGS via AGS News Week in Review, the AGS Newsletter, and announcements posted to MyAGS that are specific to Committees.

Committee Member Expectations

We expect our Committee Members to be familiar with:

- The Society's history (see [AGS Turns 65](#))
- Our mission and goals (see [Who We Are](#))
- Our current strategic highways (see [AGS News, 2nd quarter 2006](#))
- Our current [policy efforts](#)
- The wealth of programs and products that are offered by [AGS](#), [Association of Directors of Geriatric Academic Programs](#), and the [AGS Foundation for Health in Aging](#)

We expect that you will be willing to serve in the following capacities:

- Spokesperson for the American Geriatrics Society with the media and other organizations requesting speakers from the Society's leadership
- Expert liaison to external groups in areas where your expertise and experience is a fit with that group (as your schedule permits)
- As the leaders of any efforts to raise funding for Committee activities that you are engaged with that require additional resources (e.g., drafting grant proposals meeting with funders, etc.)

We expect that you will assist with the following:

- Identifying patients and caregivers who are willing to tell their stories on the FHA stories site and to the Media. The need to identify patients and caregivers is essential for the Society to advance its message about geriatrics care to policy makers, the media and the public.
- Committing to raising funds for student travel stipends to attend the annual meeting. This annual effort is key to our strategic goal of alerting trainees at a very early stage to the rewards that a career caring for older adults offers.
- Calling and/or visiting Congressional offices when you're at home and when you're in DC, and participating in AGS advocacy campaigns on the Health in Aging Advocacy

Center website. [Getting to know your legislators and telling them about the issues you and the Society find important helps build relationships with legislators that vote on bills central to the Society's mission.](#)

What are you responsible for?

Committee Members are responsible for:

- Attending bi-annual Committee meetings held during the AGS and Gerontological Society of America Annual Meetings.
- Actively participating in the work of the Committee, including:
 - Leading or serving on subcommittees or committee projects.
- Providing formal annual feedback to the Chair and the Vice Chair on your participation in the work of the Committee.
- Identifying potential subcommittee members that would be interested in working on specific projects being undertaken by subcommittees.
- Being available to answer questions and provide advice to the AGS staff in a timely manner.

Committee members who are Subcommittee Chairs are responsible for:

- Identifying how the subcommittee will conduct its work (please see [About Subcommittee Operations](#) for information on staff support for subcommittee work).
- Evaluating the subcommittee's progress towards meeting its stated goals for the initiatives that it undertakes.
- Providing quarterly reports to AGS staff on subcommittee activities which will be shared with the Committee Chair and Vice Chair and AGS membership (via our news vehicles as appropriate).
- Ensuring that subcommittee members are meeting the timeline set forth for their specific project.
- Mentoring subcommittee members who are not members of the full Committee and who are interested in applying for full Committee membership.

What We Look for When Considering Requests for Reappointment to a Committee or Appointment to Another Committee

Initial Committee terms are three years and Committee members may request re-appointment up to a total of three terms (not inclusive of any term as a Chair or Vice Chair). Many Committee members have asked us how we evaluate them when looking at requests to be re-appointed to a Committee or to be appointed to another Committee.

We look at:

- Participation: How active has the Committee member been during his/her term? As examples, has the member participated in subcommittees or other projects; served as a liaison or spokesperson, participated in fundraising for the student researcher fund?
- Attendance: Did the member attend face-to-face meetings and conference calls?
- Chair/Vice Chair/Staff Feedback: The Chair, Vice Chair, and Committee staffers are all asked for feedback on the Committee member's participation in the work of the Committee.
- Annual Feedback Forms: This is a mechanism for committee members to summarize their accomplishments and also a means of communicating to the chair and vice chair on ways to make the member's experience more satisfactory.

- Outstanding Committee Service Award: Was the member a recipient of this award during his/her term?

What We Look for When Considering Committee Members for Appointment as a Vice Chair

Committee members have also asked us what we look for when considering Committee Members for appointment to Vice Chair. In addition to the items noted under Reappointments above, we also look at whether a Committee member has been actively engaged as a leader of a subcommittee or special project and his/her success in managing the work of the subcommittee and/or ensuring that projects are successfully completed.