

Age-Friendly University Global Network

Governance Framework Description



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AFUGN.org

APPROVED

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Age-Friendly
University
Global network

ASU Edson College of
Nursing and Health Innovation
Arizona State University

Age-Friendly University Global Network Governance

AFU Global Network Host Institution

The Age-Friendly University Global Network Host Institution, known as the Secretariat, will serve as the AFU GN coordinator, international home, and manager of the Ten Principles.

The Secretariat will have primary responsibility for the following:

1. Provide administrative support: The Secretariat is responsible for supporting the AFU GN. This includes managing the AFU GNs budget and coordinating meetings, correspondence, and logistical arrangements (i.e., donations, technology, etc.)
2. Implement decisions: The Secretariat is responsible for implementing decisions made by the Executive Committee.
3. Coordinate activities: The Secretariat coordinates and manages relationships with global external partners and stakeholders.
4. Develop policy recommendations: The Secretariat develops policy and operations recommendations for the Executive Committee and explores those suggested by the Advisory Committee. This involves conducting research and analysis, consulting with stakeholders, and drafting policy documents.
5. Facilitate communication: The Secretariat facilitates communication between the AFU GN Members. This includes managing the organization's website, social media accounts, email lists, and other AFU GN communication channels. The Secretariat will support regional leads in their development of specific communication strategies.
6. Monitor implementation: The Secretariat monitors the development and implementation of the AFU GN policies and programs. This involves collecting data, conducting evaluations, and providing feedback to the governing body.
7. Support members: The Secretariat provides AFUs with training, technical assistance, and other resources.
8. Archivist & Data Management: The Secretariat will archive AFU GM documents, materials, and decisions. These will be available upon request to review by members. The Secretariat will be the data manager and assist in data requests and analysis.
9. Represent AFU GN: The Secretariat represents the AFU GN and Ten Principles at meetings, conferences, and other events. The Secretariat delegates this responsibility to the Regional Leads in their regions. Regional Leads may also represent AFU.
10. Manage Legal Affairs: Manages applicable legal affairs, including drafting legal documents, managing contracts, and providing legal advice.
11. Ensure compliance: The Secretariat ensures AFU GN complies with applicable processes, regulations, and ethical standards.
12. Fiscal Agent: The Secretariat will serve as the fiscal agent of the AFU GN.
13. Management of Applications: The Secretariat will serve as the host of the AFU GN Application Portal. They will make all applications and material available to the AFU Global Network Regional Leads through an online portal.
14. Coordinating Governance and Advisory Activities: The Secretariat will coordinate monthly Executive Committee meetings and at least quarterly meetings of the Advisory Committee. These meetings will be held through video-conferencing technology.
15. Global Meeting: The Secretariat will work with AFU members to coordinate and host a Global Conference.

AFU Global Network Executive Committee

Purpose: The Executive Committee of the AFU GN serves as the highest Governance Body of the AFU GN. The Executive Committee, led by the Secretariat, is responsible for the development of policy and guidance to guide the success and growth of the AFU GN.

The Executive Committee is responsible for making policy and guidance decisions related to the operations of the AFU GN, including approving endorsement applications, decisions regarding the governance of the AFU GN, and decisions regarding the use of the AFU GN Word Mark and Principles.

The Executive Committee will meet monthly. The agenda and meeting minutes of the Executive Committee will be available upon request to members of the AFU GN. Decisions will be made by majority vote.

Executive Committee Membership:

The three founding partners, Arizona State University, University of Strathclyde, and Dublin City University shall serve as permanent members of the Executive Committee. As Arizona State University serves as the Secretariat, the University of Strathclyde will serve as the Vice-Chair.

Executive Committee Appointment:

The Executive Committee retains the ability to appoint other individuals and institutions to term-limited seats on the Executive Committee as needed.

AFU Global Network Regional Leads

Regional Leads: The AFU Global Network will engage six regional leads to assist the AFU Global Network Host Institution (Secretariat) in the management and governance of the AFU Global Network through an AFU Global Network Steering Committee. Regional leads will develop based on the growth of membership in specific regions.

There will be one regional lead representing each of the following areas:

1. Asia
2. Africa
3. Europe
4. North America
5. Oceania
6. South America

Regional Leads will hold responsibility for outreach, recruitment, and education within their region, including:

- Outreach to engage others within the AFU movement and to promote AFU principles in their region.
- Recruitment of institute of higher education into the AFU Global Network
- The development of educational, research, learner engagement, and professional development for AFU Global Network Members, with specific emphasis on members' needs in their region.
- Coordination with other regional leads for international programming.

- Coordination with the AFU Secretariat Institution to advance the AFU Global Network.
- Submission of an Annual Report to the Secretariat detailing the region's activities over the previous 12 months.
- Submission of a yearly work plan to the Secretariat that details the schedule for the year as part of the Annual Report.
- Serve on the Advisory Board of the Age-Friendly University Global Network and attend at least one meeting per quarter with all other regional leads and the Executive Committee.

Term:

Regional Leads will serve a renewable term of four years, starting on January 1st and concluding on December 31st.

The initial terms will be staggered-based engagement with the network to ensure the entire Steering Committee does not rotate off simultaneously. In situations where only one university exists, they may opt for the next closest region to serve as the Regional Lead until growth allows for establishing their regional lead.

Selection:

Candidates for Regional Lead will be required to submit a nomination packet to the Vice-Chair and Secretariat. The Vice-Chair and two Regional Leads whose terms are not ending will serve on the Nominations Committee. The Nominations Committee will review the nomination forms. Elections will be held in competitive regions in June.

Eligibility:

Eligibility to serve as a regional lead include:

- An institution of higher education
- Membership in the AFU GN for at least three years
- Commitment to fulfilling the role of Regional Lead and serving on the Advisory Committee.

AFU Global Network Advisory Committee

The AFU Global Network Advisory Committee will consist of the Regional Leads and Founding Partners of the Age-Friendly University Network.

AFU Global Network Founding Partners:

Dublin City University, University of Strathclyde, and Arizona State University, as Founding Partners of the AFU Global Network, will hold permanent Vice-Chair seats on the Steering Committee.

Meeting Frequency:

The Global Advisory Committee will meet at least quarterly but may opt to meet more frequently.

Committees:

The Advisory Committee may create Subcommittees consisting of AFU Global Network Members.

Role:

The Advisory Committee will serve in an advisory role to the AFU GN Executive Committee. They will assist in developing novel concepts and activities related to the growth of the AFU GN and the implementation of The Principles. The Advisory Committee may take on additional duties as assigned to them by the Executive Committee.

Regional Forums

Regional Forums

Regional Leads are encouraged to develop Regional Forums with expertise in their specific region and university populations.

The Regional Forums should consist of individual experts, individuals with lived experience, and other organizational partners who can contribute to the success of the implementation of the Ten Principles in the region. Regional Leads can appoint individuals based on their knowledge of the area.

Regional Forums should be at most ten members. Appointments to the Regional Forum shall be for three years, with the opportunity for re-appointment at the discretion of the Regional Lead. Regional Forums exist under the Regional Lead and shall dissolve in the event of the Regional Lead Transition.

The responsibilities and functions of the Regional Forums are left to the discretion of the Regional Lead. Regional Forums serve in an advisory capacity only. They do not fulfill a governance role.

Age-Friendly University Global Network Secretariat: Arizona State University

Executive Committee

Advisory Board

Partnerships
Global and Regional

