

CHARTER

The Age-Friendly Advisory Council of Portland and Multnomah County

8-20-15

I. Name

The Age-Friendly Advisory Council of Portland and Multnomah County (hereafter referred to as the Advisory Council).

II. Vision, Values and Mission

A. Vision

Portland, Multnomah County, and the region are great places to live, work, play, and be engaged for people of all ages, abilities and cultures. We thrive through all the stages of life. The physical, social, economic, and service environments take into account our complex needs and desires, maximize the contributions of people at every age and facilitate enriching, meaningful, and empowering relationships among the generations.

B. Values

The Advisory Council holds and is committed to fostering the following values:

- Respect
- Inclusion
- Equity
- Diversity
- Interdependence among generations.

C. Mission

To meet the needs and engage the strengths of all citizens toward the goal of building a community for all ages, working in concert with the City and County Commissioners and Bureaus/Departments, as well as the private and non-profit sectors and community members themselves, to implement the City's and County's Action Plan(s) for an Age-Friendly Portland and Multnomah County.

III. Function

The Advisory Council provides leadership to advance the age friendliness of Portland and Multnomah County. The Advisory Council represents different sectors, generations, and cultures. The Advisory Council educates about, advocates for, and guides Portland and Multnomah County regarding age-friendly policies and programs. The Advisory Council is charged with guiding the implementation of, monitoring, and revising the Action Plan(s) for an Age-Friendly Portland and Multnomah County.

IV. Authority

Authority for the Advisory Council is as follows:

- [City of Portland Resolution](#) to accept the Action Plan for an Age-Friendly Portland.
- [Multnomah County Resolution](#) to adopt the action areas creating an age-friendly Multnomah County, Oregon.

V. Membership

A. Composition

- Representatives from racial and ethnic communities, education, business, non-profit organizations, aging services, health care, the public sector and the faith community shall be included on the Advisory Council.
- A slate of potential members will be created (see Section V. C.) and appointed by consensus (general agreement) of the Advisory Council.
- A maximum of 23 members will comprise the Advisory Council.
- Each of the City and County Commissioners will be invited to appoint a liaison to the Advisory Council and to each Committee (See Section VI.C.). Liaisons will monitor the Advisory Council's and Committees' agendas, communicate key points to the commissioner they are representing, and communicate their respective commissioner's interests to the Advisory Council. Time will be allotted at each Advisory Council meeting for this purpose.

B. Member Roles and Expectations

Members are expected to:

- Attend and participate regularly in Advisory Council meetings
- Participate regularly on at least one Committee (see Section VI.C.)
- Share best practices and knowledge with other Advisory Council members
- Communicate challenges, opportunities and solutions for improving the city's and county's age friendliness

- Communicate with and seek input from the respective constituency(ies) and/or organization(s) the member represents
- Work collaboratively, guided by the Advisory Council's values, toward the vision and mission and carrying out the function of the Advisory Council.

C. Method of Appointment

- The Executive Committee (see Section VI. B.) will act as a Nominating Committee as needed. Names for consideration will be requested from members of the Advisory Council and can be suggested by City and County Commissioners. Generally, potential members will first serve on a Committee (see Section V. B.) and will have attended and/or participated regularly.
- Nominees to the Advisory Council will be contacted and vetted by Executive Committee members and recommended to the Advisory Council for appointment, as appropriate.
- Members who are unable to meet the expectations of membership, particularly with respect to attendance at Advisory Council meetings, will be notified of potential removal from the Advisory Council by the Chair of the Advisory Council or another member of the Executive Committee. Missing three consecutive meetings will constitute grounds for this notification. If the member wishes to continue serving, they re-commit to meeting the member expectations. If they do not, a replacement member will be nominated by the Executive Committee.

D. Terms of Appointment

- A regular term of appointment shall be for three years, with appointments staggered so that approximately one-third of the membership is appointed each year.
- Vacancies that occur due to illness, resignation, or other unforeseen circumstances may be filled on an interim basis through nomination by the Executive Committee and agreement by the Advisory Council.

VI. Leadership

A. Backbone Organization

Assuming sufficient resources, Portland State University Institute on Aging (PSU IOA) will serve as the backbone organization, coordinating Age-Friendly Portland and Multnomah County activities on behalf of the City and the County and staffing the Advisory Council. Specifically, PSU IOA will:

- Chair Advisory Council meetings
- Schedule Advisory Council meetings
- Prepare meeting agendas; Advisory Council members are requested to provide items for the agenda
- Take notes, produce and disseminate meeting minutes to members
- Serve as staff and/or coordinators of all Committees
- Meet with City Councilors and County Commissioners and their liaisons at least annually
- Update the Action Plan(s) as needed
- Collect and present data to document progress toward meeting the objectives of the Action Plan(s)
- Draft annual reports to the City Council and the County Board of Commissioners
- Review local policy documents and draft responses for review by the Advisory Council
- Disseminate information locally, regionally, nationally, and internationally about the Age-Friendly Portland and Multnomah County initiatives
- Maintain the website
- Serve as the liaison to the World Health Organization Global Network of Age-Friendly Cities and Communities and the AARP Network of Age-Friendly Cities and Communities
- Other duties as needed.

B. Executive Committee

An Executive Committee composed of the Advisory Council chair, PSU IOA, Elders in Action, AARP Oregon, and a City and/or County representative will meet to develop recommendations to the Advisory Council related to its functions.

C. Committees and Work Groups

- Committees will be formed to address each of the domains of action within the Action Plan(s), with Committees formed until all domains are represented.
- Each Committee will be chaired/co-chaired by a member(s) of the Advisory Council, and each Advisory Council member will serve on at least one Committee.
- Committee members external to the Advisory Council will be selected by the Committee chair(s).
- Work Groups within Committees may be formed to address specific tasks/strategies (e.g., a work group focused on creating an Age-Friendly PDX within the Economic Development and Employment Committee).

VII. Reporting and Communication

The Advisory Council will report at least annually (generally in October or November) to the Portland City Council and to the Multnomah County Board of Commissioners.

VIII. Convening

- The Advisory Council will convene at least quarterly and up to monthly to discuss activities, strategies, and issues.
- Work Groups and Committees will meet monthly or as determined by the chair(s).

IX. Decision Making

- All decisions of the Advisory Council shall be in keeping with the Advisory Council's values of respect, inclusion, equity, diversity, and generational interdependence.
- Decision making will follow a consensus (general agreement) model.
- Members will have the opportunity to dissent on or off the record, present their case and withdraw the use of their name in association with a particular position of the Advisory Council if desired.
- Lack of response by a committee member to a query related to an opinion paper or policy stance will be considered as consent.

X. Conflict of Interest

- No member may profit financially from membership in the Advisory Council by sales or solicitation at meetings or workshops unless agreed on by members.
- Any member who wishes to represent the Advisory Council's interests must have messages and content approved by the Advisory Council or the Committees of the Advisory Council.
- Any member who is known as an Advisory Council member and who takes a position that has not been approved by the Advisory Council or a Committee of the Advisory Council must indicate that this position is his or hers alone and not that of the Advisory Council.

XI. Review of Charter

The Advisory Council will review this Charter annually or more often, if needed.