

# Dementia Friendly Bangor University: Steering group

## **TERMS OF REFERENCE**

(discussed and agreed – 09/05/2019)

### *Role of the group:*

- To work together towards establishing a dementia friendly University.
- The group met initially 26/11/18 to share ideas and establish a steering group.

### *Membership:*

- The steering group members will include students/ student union representative, staff and individuals living with dementia and their supporters.
- The maximum membership of the group will be 20 this will ensure that every member has an opportunity to contribute.
- The membership will be reviewed at each AGM to ensure that all the core elements are represented.
- Official posts (Chair and Sec.) will be for a 12 month period and nominated at each AGM.

### *Accountability:*

- Individuals named on the action plan will lead and report back on agreed actions at bi annual steering group meetings (September and March).

### *Review:*

- The terms of reference and progress on action points will be reviewed at the bi annual meetings.

### *Ways of working:*

- The group will meet as a steering group, twice a year in Bangor University.
- The meetings will be organised by the committee (Chair and Sec.)

- Bi-lingual meeting documents\* will be sent to members by email/ post days ahead of the meeting.
- The secretariat for the group will be provided by the School of Health Sciences.
- Non-members may be invited to join the steering group meetings to share information and build partnerships.

*Sharing of information:*

- A website page dedicated to the Dementia Friendly University group will be developed and hosted on the university website. The website will include the action points and contact details and the steering group membership and will be facilitated by the secretariat.
- Confidential contact details of steering group members and dementia champions at the University will be kept securely on the university U drive with access limited to the committee secretariat.
- Any images on the website will only be displayed after permission has been granted by the individual's any images will be reviewed at each AGM.

**\* Documents circulated for steering group meetings:**

- Previous meeting minutes
- Agenda
- Action plan for review
- Nominations for Chair and Sec to be submitted 1 week prior to the AGM
- Correspondence