

Top tips to working with Older People in a Governing Structure



1. Recruit members to reflect community using multiple methods such a local newspaper, older people organisations/forums/networks and/or information recruitment event. Do not underestimate the power of word of mouth, particularly amongst ethnically diverse communities.



2. Provide clear role descriptions and Terms or Reference for committee/steering group members, which set out clear expectations.



3. Provide accessible induction training to members and allow a budget for additional training that members may need to carry out their role effectively.



4. The formal governance structure of a board/committee/steering group, such as having a chair/co-chair may not suit member's needs. Work with members to find novel and appropriate ways of involving older people in a Governance structure which works for them e.g., allowing members to decide if they want a chair/co-chair to facilitate the meetings or staff to facilitate, or whether meetings are more accessible if delivered in a workshop style, which can be less daunting, and more accessible to less vocal members.



5. Consider accessibility requirements e.g., large font size, jargon free language and ensuring presentations are not too text heavy or include tables and graphs which may overcomplicate the subject matter.



6. Allow an appropriate allocation of time and resources needed to work with older people. Older people may require more time than their younger counterparts to process and absorb information and needs to be built into agenda timings.