

The United States Department of Agriculture
The National Institute of Food and Agriculture (NIFA)
Division of Family and Consumer Sciences

I. OVERVIEW AND PURPOSE

The Adult Development and Aging Workgroup (ADAW) was established in January 2017 to inform, assess and address the existing and emerging needs and priorities of the aging population for the Cooperative Extension System.

By 2050, the U.S. is projected to experience rapid growth in its older population, where the number of Americans aged 65 and older will be over 88 million. The aging of the population will have wide-ranging implications for the country. The projected growth will present challenges and opportunities for policymakers and federal programs that will affect families, businesses, health-care providers, and food and agriculture as it relates to our aging farmers. The ADAW can assist the Cooperative Extension System in assessing current outreach efforts to this growing population and identify gaps to be addressed as we look to the future. Extension is best positioned to identify and address these needs because of its connection to local communities and direct contact with individuals and families.

The ADAW works under the oversight of the program management of the NIFA Institute of Family, Youth and Community/Division of Family and Consumer Sciences.

II. GOALS

The following goals have been identified for the first term (January 1 through December 31, 2017) of the ADAW:

- Identify and promote programs that directly target seniors, have good impact, and that are easily adaptable to other states
- Network/disseminate work for broader impact
- Work toward establishing a designated funding stream
- Strengthen collaborations between Extension and other federal agencies

III. MEMBERSHIP

ADAW will be comprised of 7 – 10 members external to NIFA to include representation from the land-grant universities, and other federal agencies as needed, as well as appropriate NIFA staff. As much as possible, membership shall be reflective of diverse representation by geographic regions, land-grant type, race/ethnicity, gender, and position. ADAW will be co-chaired by one land-grant university (LGU) representative and a NIFA/DFCS staff member.

IV. APPOINTMENT AND TERMS

The LGU co-chair shall serve a term-limit appointment (decided by membership). The NIFA co-chair shall be the individual leading the efforts for the Aging and Adult Development portfolio. All other members shall serve as members for the duration of the term limit, and are allowed to serve recurring terms on an individual basis. Non-returning members should make the NIFA co-chair aware of this intention at least 2 months prior to the end of the term. In the event new members are needed, a formal invite will be extended to external stakeholders within an appropriate time frame.

At the beginning of each new term, the committee agrees upon a new set of goals based on the needs of the aging population. The status of progress toward previous goals shall be taken into consideration. A term shall be representative of a calendar year (January 1 – December 31).

OPERATING PROCEDURES

1. Meetings

- i. The ADAW meetings are open to all members listed during a specific term.
- ii. The ADAW will meet on the first Tuesday of each month (2PM EST).
- iii. Agenda items should be sent to the NIFA co-chair, and the agenda will be distributed at least one business day prior (by the NIFA co-chair) to the meeting date.
- iv. Meetings will be scheduled and setup appropriately by the NIFA co-chair.
- v. The LGU co-chair will facilitate the meetings.
- vi. Both co-chairs will work together to keep the workgroup on task.
- vii. Subgroups or ad-hoc groups may be formed to address specific issues and may require a need to meet outside of the regularly scheduled ADAW meetings.

2. Communications

- i. Meetings will take place virtually with available technology.
- ii. An ADAW web portal will be created to serve as the primary communication channel for information. The charter, membership, meeting notes, and other documentation will all be maintained on the ADAW web portal.
- iii. Subgroups (if any) and ad-hoc groups may also upload information to the web portal.
- iv. Members of subgroups and ad-hoc groups (if applicable) should report out during the regularly scheduled ADAW meetings.
- v. A report outlining the accomplishments of the workgroup should be developed by the co-chairs and at the end of each term.

3. Decision Making

- i. The ADAW will always strive to achieve consensus; however, if consensus cannot be reached, a majority vote of members present during the meeting is required to finalize recommendations or routine decisions. NIFA staff are non-voting members.