

**NATIONAL INSTITUTES OF HEALTH
AGING AND ADULT-DEPENDENT CARE COMMITTEE
January 2017**

Introduction

The National Institutes of Health (NIH) Aging and Adult-Dependent Care Committee recognizes that the quality of scientific research at NIH is a direct result of the quality and commitment of the workforce.

Employer-sponsored information resources and support systems about elder care, adult-dependent care, and planning for aging are effective components of recruiting and retaining a skilled, dedicated workforce. NIH can support the productivity and performance of employees coping with these multi-faceted and complex care situations by providing targeted policies, information, and services.

Purpose

The NIH Aging and Adult-Dependent Care Committee, hereinafter referred to as the AADCC, will

- promote aging and adult-dependent care resources, information, and related services which are provided to the NIH workforce by the Office of Research Services;
- research and recommend effective actions that meet the needs of the diverse NIH workforce, in collaboration with the ORS Division of Amenities and Transportation Services, Child and Family Programs;
- report to the ORS Director regarding aging, adult-dependent, and elder care programs and policies in support of the NIH Mission.

Activities

Serve as an advocate for the availability of aging, adult-dependent, and elder care information, resources, and services to the NIH workforce.

Serve as a forum for discussion and exploration of aging, adult-dependent and elder care issues affecting the NIH workforce.

Promote and advertise programs and policies that support employees when they have roles as caregivers or care managers in addition to maintaining their work roles.

Collaborate with other NIH organizations to achieve AADCC goals.

Develop action plans to direct AADCC efforts to meet these objectives.

Prepare an Annual Report to the ORS Director on the status of NIH aging and adult-dependent care programs, areas of concern and/or opportunity, and any related recommendations.

Membership

NIH employees interested in serving on the AADCC as a member will submit a Membership Application form (including supervisor approval) to the Program Manager, Child and Family Programs, Division of Amenities and Transportation Services (DATS) in the NIH Office of

Research Services (ORS). The Program manager will review the applications and forward a slate of nominees to the DATS Director for review. The DATS Director will forward to ORS Director for approval and appointment.

Membership will span the interests of the NIH community and their dependents, represent the diverse population of the NIH community, and will directly contribute to accomplishing the AADCC's purpose. This may include representatives from other NIH organizations that have an interest in aging and adult-dependent care policies and programs including, but not limited to, the NIH Child Care Board, NIH Health and Wellness Council, NIH Office of Human Resources, NIH Employee Assistance Program and the National Institute on Aging.

Members will serve on the AADCC for a term of two (2) years and may request re-appointment.

Meetings and Records

Meetings will be held at least four (4) times a year. The Chairperson may call additional meetings as necessary.

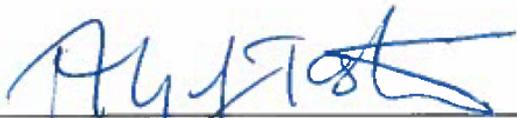
The AADCC may request information as needed for the purposes of carrying out its functions.

The ORS Division of Amenities and Transportation Services will provide support and maintain the permanent records of the AADCC.

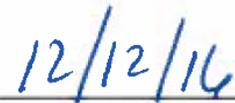
Renewal Date

This Charter will expire three (3) years from the date of its signing below. If the Charter is not renewed, the Committee will sunset.

APPROVED



Timothy J. Tosten, MPA
Acting Director, Office of Research Services



Date