

**NATIONAL INSTITUTES OF HEALTH  
AGING AND ADULT-DEPENDENT CARE COMMITTEE  
January 2020**

MISSION

The NIH Aging and Adult-Dependent Care Committee (AADCC), will research, promote and recommend effective actions to meet the aging and adult-dependent care needs of the diverse NIH workforce. The AADCC will advise the NIH Leadership on targeted programs and policies to support the productivity and performance of employees with adult-dependent care responsibilities, and an aging workforce. Employer-sponsored resources and support systems related to adult-dependent care and an aging workforce are effective components of recruiting and retaining a skilled dedicated workforce.

OBJECTIVES

The AADCC will:

- Serve as an advocate for the availability of aging and adult-dependent care information, resources, and services to the NIH workforce.
- Serve as a forum for discussion and exploration of aging and adult-dependent 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 its vision and mission.
- Develop an annual action plan to direct AADCC efforts to meet these objectives.
- Prepare an Annual Report to the NIH Leadership on the status of NIH aging and adult-dependent care programs, areas of concern and/or opportunity, and any related recommendations.

APPOINTMENT

NIH federal employees interested in serving on the AADCC as voting members will submit a Membership Application form (including supervisor approval) to the Child and Family Program Manager, Division of Amenities and Transportation Services (DATS) in the NIH Office of Research Services (ORS). The program manager will then forward a copy to the AADCC Membership workgroup for review and consideration. After reviewing all applications and conducting selected interviews, the Membership workgroup will provide a list of potential members to the AADCC. The AADCC will vote on the list and provide its recommendation in writing to the DATS Director. The DATS Director will forward the recommendations to the ORS Director for review. The ORS Director will forward the nomination packet to the NIH Deputy Director for Management for appointment. The NIH Deputy Director for Management will notify appointees in writing of their appointment to the AADCC.

### VOTING MEMBERS

The voting membership will comprise at least nine (9) federal employees (including Co-Chairs). The members should span the diverse interests and needs of the NIH community.

### TERMS AND VACANCIES

Voting members of the AADCC serve three-year terms. Voting members may serve no more than one (1) initial partial term, plus two additional three-year terms. To preserve continuity and procedural effectiveness, the terms for voting members will be staggered; no more than one-third of the AADCC members shall be replaced in any given year.

### EX-OFFICIO and LIAISONS

Ex-Officio members shall include the NIH Child and Family Programs Manager, the ORS Director, and the designated ORS Advisor. The NIH Child and Family Programs Manager will serve as the permanent Executive Secretary of the AADCC. The liaison representatives are from NIH organizations that have an interest in aging and adult-dependent care policies and programs. These include, but are 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. The liaison representatives may serve indefinite terms.

### MEETINGS and ATTENDANCE

Regular meetings will be held at least four (4) times a year. The Co-Chairs may call additional meetings as necessary and may also call closed sessions of voting members only. The Chairperson may also request a voting member's resignation if the member fails to attend three (3) consecutive meetings. Three-fourths of the voting members will constitute a quorum for the transaction of the AADCC's official business. Meetings may be held in the absence of a quorum; however, official votes may not be taken unless a quorum is present.

### RECORDS and REPORTS

The AADCC may request information as needed for the purposes of carrying out its functions. The AADCC will report at least annually in writing or in person to the NIH Deputy Director for Management on the status of aging and adult-dependent care programs and other related services at NIH, identify areas of concern, and recommend actions when necessary. The DATS will provide an administrator to manage the business of the AADCC, prepare correspondences and minutes, record attendance at meetings, maintain membership lists, obtain conference room space, notify members of meetings, and maintain the permanent files of the AADCC.

TERMINATION DATE

The AADCC will terminate five (5) years from the date this Charter is approved unless renewed by the NIH Deputy Director for Management and re-commissioned prior to its expiration.

APPROVED

---

Deputy Director for Management, National Institutes of Health