



## Executive Board Description

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The role of the Executive Board is to ensure long-term organizational stability and strength of the Optimal Aging Institute (OAI). Board members build a collegial working relationship with other members that contributes to consensus in line with the organizational goals and eight (8) dimensions of health, wellness, and resiliency. The role of the Executive Board is to create and implement the bylaws, conduct strategic planning and decision-making for the OAI, and provide oversight to the OAI Director. The Executive Board consists of 12 to 13 members: the OAI Executive Director (1), two (2) community members, one (1) undergraduate or graduate level student focusing in aging studies (e.g., gerontological- social work and/or gerontology), and five (5) or six (6) faculty member across disciplines. Three (3) Executive Board members serve as Chair of each Committee (Research and Engagement Committee, Rapid Access Review Committee, and Community Outreach Committee). Board members serve a minimum of two (2) years per term. If re-elected, the Board member is eligible to serve two (2) terms. Board meetings take place twice per semester and Executive Board members must attend all board meetings and be an active participant in decisions made by the Board on behalf of the members.

### OAI Organizational Goals<sup>1</sup>

1. Become recognized as an educational institution that focuses on optimal aging (with a special emphasis on health, wellness, and preventative care).
2. Become the regional incubator for innovative programming, products, and applied research that will enhance the seven dimensions of wellness across the lifespan.
3. Provide learning opportunities and educational materials focusing on optimal aging for service providers, health systems, entrepreneurs, corporations, caregivers, and older adults.
4. Become a regional advocate for programs and services tailored for older adults by strategically mobilizing university and community resources.

## OAI 8<sup>2,3</sup> Dimensions of Health, Wellness, & Resiliency

The OAI was created to help middle-aged and older adults, and those who work with them, explore the eight (8) dimensions of health, wellness, and resiliency. The 8 dimensions include:

- **Physical:** Caring for one's body to maintain and stay healthy now and into the future.
- **Social:** Fostering and maintaining healthy relationships, developing friendships, caring for others and letting others care for you. Contributing to the community is also a feature of the social dimension of wellness.
- **Environmental:** Demonstrating a commitment to a healthy environment, and planet, is important for environmental wellness. This includes understanding how the natural, social, and built environments affect health and well-being, along with daily habits.
- **Intellectual:** Valuing lifelong learning, responding to intellectual challenges, and growing intellectually through all there is to learn is key to intellectual well-being. This can also be achieved by expanding knowledge and skills while sharing these gifts with others.
- **Emotional:** Appreciating the feelings of others, understanding and respecting your own values, feelings, and attitudes, and maintaining positive enthusiasm for life.
- **Spiritual:** With or without organized religion, this includes finding purpose, value, and meaning to life. Participation and engagement in activities consistent with values and beliefs is also a component of the spiritual dimension.
- **Occupational<sup>3</sup>:** Attaining equilibrium between leisure time and work. Managing workplace stress while cultivating positive, working relationships with co-workers. Seeking a career that is personally interesting, enjoyable, and contributes to society-at-large.
- **Financial:** Living within your means, making informed financial decisions, and preparing for short-term and long-term needs and/or emergencies. Understanding financial values, circumstances, and needs are unique to each individual.



Physical



Social



Environmental



Intellectual



Emotional



Spiritual



Occupational

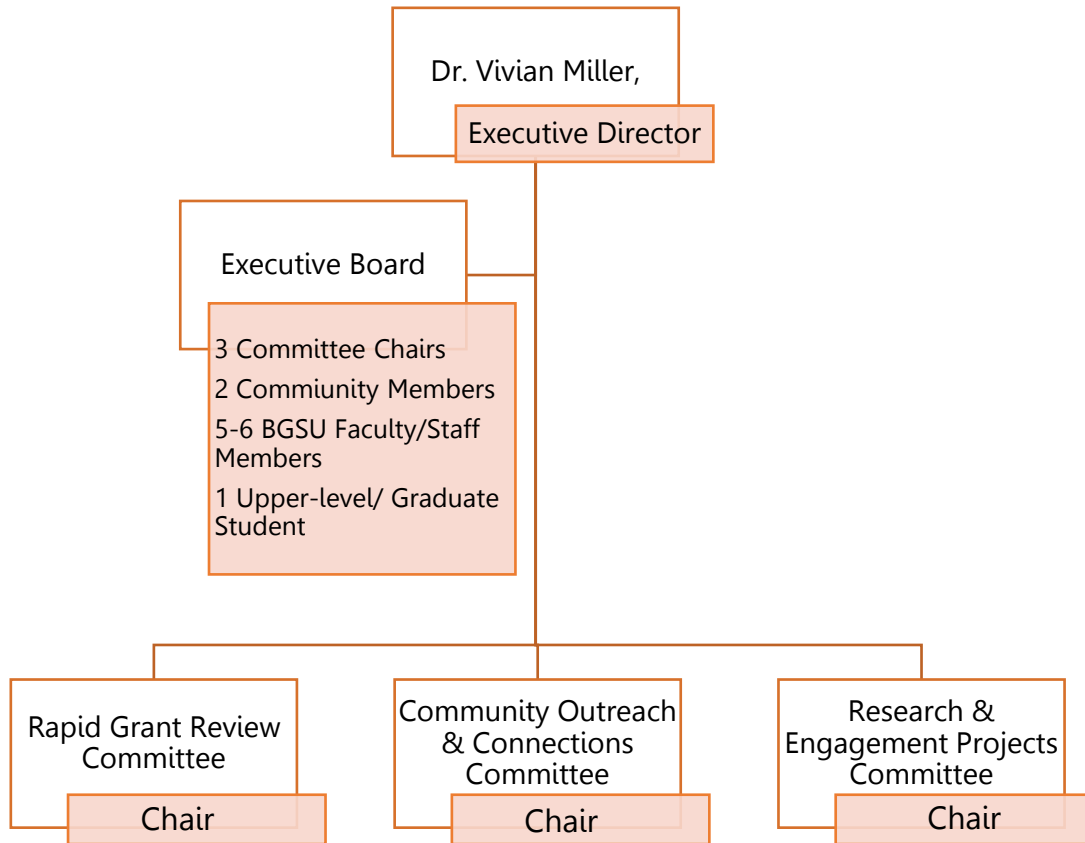


Financial

Sources

1. BGSU Health & Human Services. (n.d.). *About the institute*. Retrieved from <https://www.bgsu.edu/health-and-human-services/optimal-aging-institute/about-the-institute.html>
2. Stoewen, D.L. (2017). Dimensions of wellness: Change your habits, change your life. *Can Vet J*, 58(8), 861-862.
3. LifeMedWellcare. (n.d.). *Definition of occupational wellness*. Retrieved from <http://lifemedwellcare.org/docs/occupational-wellness-lifestyle.pdf>

## Organizational Structure



## Rapid Access Grant Review Committee Description

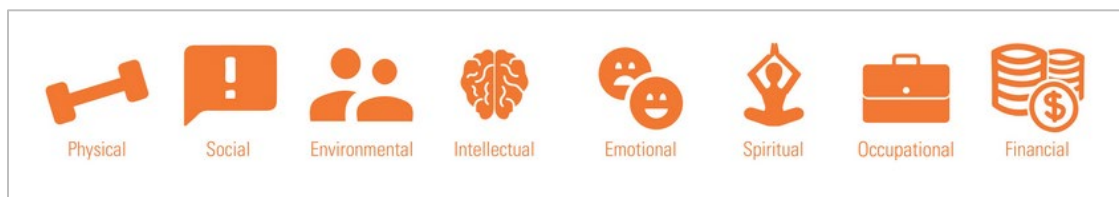
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### Committee Description

The role of the Rapid Access Grant Review Committee is to provide advice, recommendations, guidance, and oversight concerning all Rapid Access Grant applications. This includes reviewing applications, assessing the strengths, weaknesses, and overall impact in line with the purpose and the 8 dimensions of the Optimal Aging Institute (OAI). Each committee member will use the Rapid Access Grant Review Rubric to score each application. The Committee will have three (3) members minimum and one (1) chair, not to exceed 4 members in total. The Committee will meet multiple times each semester on the month following each Executive Board meeting. The Committee Chair reports to the OAI Director.

### Chair Responsibilities

The role of the Chair of the Rapid Access Grant Review Committee is to plan, schedule, and lead Committee meetings. The chairperson will be key personnel in the success and functioning of the peer-review Rapid Access Grant review process. Pre-meeting responsibilities include discussing meeting plans with the OAI Director, be familiar with the Rapid Access Grant Review guidelines, and assist in training Committee members on the review process. During the Committee meetings, the Chair will ensure that each Rapid Access Grant is reviewed fairly, equitably, and free from bias. The Chair will ask Committee members to review applications with emphasis on its strengths, weaknesses, and overall impact. The chairperson will ask for final scores from the Committee, and will summarize the discussion, pointing out any disagreements between Committee members. The Chair is responsible for sending meeting minutes to the OAI Director.



## Community Outreach Committee Description

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### Committee Description

The role of the Community Outreach Committee is to continue to maintain, foster, and grow relationships with community-based organizations, agencies, Universities, etc. within and around Northwest Ohio. This Committee, it's Chair, and members encourage dialogue, action steps, and program development in line with the purpose and dimensions of the Optimal Aging Institute (OAI). In addition, Committee members may respond to events or circumstances in the community that call for response from the OAI (e.g., news source). The Committee may invite feedback and input both informally and formally from a diverse set of stakeholders in the community. The Committee will have three (3) members minimum and one (1) chair, not to exceed 4 members in total. The Committee will meet multiple times each semester on the month following each Executive Board meeting. The Committee Chair reports to the OAI Director.

### Chair Responsibilities

The role of the Chair of the Community Outreach Committee is to plan, schedule, and lead Committee meetings. The chairperson will be key personnel in the success and functioning of the community engagement and outreach. Pre-meeting responsibilities include discussing meeting plans with the OAI Director, be familiar with the current relationships established within the region and encourage cultivation of new community-based relationships across Northwest Ohio. The Chair may ask Committee members to attend community events on behalf of the OAI, and report back to the Committee. The Chair is responsible for sending meeting minutes to the OAI Director.



## Research and Engagement Committee Description

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### Committee Description

The role of the Research and Engagement Committee is coordinate, monitor, and evaluate research and engagement activities of the Optimal Aging Institute (OAI). This includes sharing research activities, developing and managing new initiatives in line with the purpose and the 8 dimensions of the OAI. The Committee will review internal and external sources of funding for research activities in line with the OAI. The Committee will oversee and participate in communication of public engagement activities, making recommendations to the Research and Engagement Committee and the OAI Director. The Committee will have three (3) members minimum and one (1) chair, not to exceed 4 members in total. The Committee will meet multiple times each semester on the month following each Executive Board meeting. The Committee Chair reports to the OAI Director.

### Chair Responsibilities

The role of the Chair of the Research and Engagement Committee is to plan, schedule, and lead Committee meetings. The chairperson will be key personnel in the success and functioning of the research activities and engagement of the OAI. Pre-meeting responsibilities include discussing meeting plans with the OAI Director, be familiar with the purpose and dimensions of the Optimal Aging Institute to lead the Committee and direct aspects of engagement with the Committee, the OAI, and the community-at-large. During the Committee meetings, the Chair will ensure that that the Committee is concerned with the impact of the OAI and its importance to the College, University, and community-at-large. The Chair is responsible for sending meeting minutes to the OAI Director.

