

## CAFE: The Center for Age-Friendly Excellence

*Advancing Livable Communities for all Generations*



### **Town of Atherton Age-Friendly Community Task Force Roles**

San Mateo County is engaged in an exciting initiative to become age-friendly and join the AARP - World Health Organization (WHO) Network of Age Friendly Cities.

<http://www.who.int/ageing/age-friendly-world/en/> <https://www.aarp.org/livable-communities/network-age-friendly-communities/>

Toward this goal, the Center for Age-Friendly Excellence (CAFE; [www.cfafe.org](http://www.cfafe.org)) is working with the cities of Atherton, Belmont, Brisbane, East Palo Alto, Hillsborough, Millbrae, San Bruno, and South San Francisco under an agreement with San Mateo County. Part of the process is to organize a small task force in each city to help inform and guide the effort.

CAFE is seeking community leaders who have knowledge and care about the issues of older adult residents in each city. The task force members will meet about once a month for about 5 months to help CAFE staff recruit older adult focus group members and help share the news about the age-friendly initiative in the community.

CAFE staff will: explain the project to all concerned, conduct the focus groups to determine unmet needs in the 8 domains of an age-friendly city; assist in developing recommended potential projects and services to address unmet needs; and offer a written report to the task force.

CAFE will assist the task force to fill out the on-line application to AARP's Network of Age Friendly States and Communities to become a member of that network and to be certified as an age-friendly city.

Questions? Contact  
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## **Overview of the Roles and Tasks of an Age Friendly Community Task Force**

Age Friendly Community task forces take on the following roles and tasks on behalf of their community:

- Spread the good news about the age-friendly initiative and assist CAFE with the following tasks:
  - Help recruit participants for the focus groups.
  - Assist us with choosing at least three inaugural pilot projects to address unmet needs per the focus groups(s).
  - Provide input to the application that Atherton will submit to the AARP Network of Age Friendly States and Cities to become a certified age friendly community and a member of the network.
- Time Commitment for each TF Member during the initial 5-month planning stage:
  - Total of 5 to 6 Task Force meetings. Each Task Force meeting will be 1 to 1 ½ hours in length.
  - Approximately 1 hour (or less) of document review between meetings.
  - Email correspondence: variable.
  - Recruitment of focus group participants: Each task force member will be asked to recruit about 7 local and diverse residents ranging in age from 55 to 100 plus to participate in focus group discussions, which will be held virtually or in-person, per Town of Atherton and County public health guidance. Total estimated approximate time for recruitment of FG participants: 3 hours maximum
  - Once the four to five-month planning and application stage is over and CAFE's consultation role is complete, the Task Force will continue to meet monthly or, less often, as needed to assist with and guide implementation of inaugural Age Friendly Community Projects and, when ready, develop and implement new ones in partnership with community stakeholders.
  - CAFE will be available for consultation, as needed.

CAFE's job is to support the task force's efforts over the initial 5-month planning timeframe. The primary outcome of our collective efforts at the end of this process is to make the Town of Atherton a certified "age friendly community" and a member of AARP's network of age-friendly cities, as well as to select about 3 inaugural age friendly projects that Atherton and others in your community will value, support and will want to implement over the next 1 to 2 years.

Once your city is a certified member of the AARP Network of Age Friendly States and Communities, AARP requires each new member of the network to put together an Age Friendly Community Action Plan and submit it to AARP within 2 years of becoming a member of the network. By doing this, it helps the city and their collaborative stakeholders to develop strategies that ensures the sustainability and continuance of age friendly community focus for many years to come.

To sum up, participation on the Task Force is important because the engagement of the community, in collaboration with local government city staff and officials, is vital for the success and sustainability of any age friendly initiative.