

## TERMS OF REFERENCE:

### Aboriginal and Torres Strait Islander Eye Health Committee

#### Purpose and Scope

The Aboriginal and Torres Strait Islander Eye Health Committee operates under the auspices of Orthoptics Australia (OA) to:

- Inform and provide up-to-date information and advice to OA and orthoptists in Australia on key Aboriginal and Torres Strait Islander eye health issues through various means including the OA newsletter, CPD activities and conferences.
- Provide information, guidance, and advice to OA on current policies and recommendations being implemented to contribute to better eye health outcomes for Aboriginal and Torres Strait Islander Australians including the role of OA and orthoptists.
- Engage, communicate, and collaborate with the Aboriginal and Torres Strait Islander eye care sector on OA activities.
- Promote the profession and study of orthoptics to Aboriginal and Torres Strait Islander Peoples, including students, by engaging with Aboriginal and Torres Strait Islander organisations that have a focus on Indigenous education and development.

#### Committee Structure and Membership

- The Aboriginal and Torres Strait Islander Eye Health Committee is a Committee established by the OA Board. Ideally the committee should be composed of a maximum of 4 members;
  - 1 OA Director; and
  - 3 OA current members with an interest and/or experience in Aboriginal and Torres Strait Islander Peoples eye health. Appointment of these Committee members is via an Expressions of Interest process.
- No member should serve on the Committee for more than 6 years. The Committee appointment and term expiration should be staggered so that only one Committee member leaves at one time;
- Committee members should have the appropriate skill, knowledge, and experience to undertake the functions and responsibilities of the Committee; and
- The Committee Chair shall be selected by the Committee via an Expressions of Interest (EOI) process.

#### Reporting

The Aboriginal and Torres Strait Islander Eye Health Committee reports to the OA Board. Minutes of all committee meetings are to be provided to the OA Office within 14 days of each meeting for inclusion on the agenda for the next Board meeting. An additional written report can also be submitted to each Board meeting.

#### Meeting Frequency

This Committee meetings on a needs basis as identified by the Committee.



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### Authority / Decision Making

- The Aboriginal and Torres Strait Islander Eye Health Committee was formed under the auspices of OA's Board to perform tasks which fit with the purpose and scope of the Committee and to consider other tasks as delegated from time to time by the Board;
- The Committee does not have the authority to enter into contracts or agreements independently. This includes but is not limited to, outsourcing all/any design or print requirements, which should be referred to the OA Executive Officer;
- The Committees can make educational related recommendations to the Board relative to initiatives both within and beyond the scope of this document; and
- Committee process is by consensus.

