

## TERMS OF REFERENCE:

### Board Advisory Forum

#### Purpose and Scope

The Board Advisory Forum operates under the auspices of Orthoptics Australia (OA). The role of the Advisory Forum is to;

- Support the vision and objectives of OA
- Contribute to and advise the Board of Directors on strategic direction and planning
- Provide advice, insights and recommendations on relevant, emerging or unfamiliar issues that may impact professional and practice matters
- Encourage and support the exploration of new business ideas
- Act as a conduit for communication across all areas of OA

#### Structure and Membership

- The Advisory is a working group established by the OA Board. The Forum should consist of;
  - OA Board of Directors
  - Chair (or delegate) of all OA sub-committees
  - Chair State Branch NSW & VIC
  - One representative each from ACT, QLD, TAS, SA, WA & NT
- Forum members should have the appropriate skill, knowledge, and experience to undertake the functions and responsibilities of the Forum;
- At the discretion of the OA President, the OA Executive Officer or representative(s) of OA's association management team may attend meetings to provide secretarial support as required.

#### Reporting

The Advisory Forum reports to the OA Board. Minutes of all 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.

#### Meetings

The Advisory Forum meets at least twice per year. Meetings may be physical or virtual, including one meeting is face to face. Timing of the meetings is determined by the OA President in consultation with members.

#### Authority / Decision Making

- The Advisory Forum is formed under the auspices of OA's Board to perform tasks which fit with the purpose and scope of the Forum and may include other tasks delegated from time to time by the Board;
- Members of the Board Advisory Forum are not appointed directors and have no authority to act on behalf of OA, including entering into contracts or agreements independently.
- Any advice or recommendation given is non-binding.
- OA Board of Directors are still expected to discuss, debate, and decide on a course of action, having considered the advice of the Advisory Forum.
- Forum process is by consensus

