

## TERMS OF REFERENCE:

### Communication, Advocacy and Policy Committee

#### Purpose and Scope

The Communication, Advocacy and Policy (CAP) Committee is established to lead work in OA to achieve the following Strategic Objectives:

- Connect with the eye care sector, government, other agencies and the broader community to build beneficial relationships locally and abroad.
- Advocate for growth of the orthoptic profession in number, professional opportunities, recognition and influence across Australia.
- Increase awareness and recognition of the orthoptic profession within the eye care and broader health sector, as well as within the community.
- Promote the value, expertise and diversity of the orthoptic profession with clear and consistent messaging to enable the orthoptic community to advocate for themselves and the wider profession.

#### Committee Structure and Membership

- The CAP Committee is a sub-committee of the OA Board. Ideally the Committee should be composed of a minimum of 6 members:
  - 3 OA Directors including the OA Executive (President and Vice President).
  - 3 OA current members who represent a diverse cross-section of the OA membership.
  - Ex officio members can join the committee for time limited projects as agreed to by the committee.
  - Time limited working groups can be established by the committee. Working Groups must include at least one CAP member with other OA members invited to join for the term of the working group.
- The CAP Committee Chair is selected by the committee.
- Members of the CAP Committee are nominated by the OA Board for a two year term. Committee members should have the appropriate skill, knowledge and experience to undertake the functions and responsibilities of the Committee
- Members can serve consecutive terms however, no member should serve on the Committee for more than 6 years. The Committee appointment and term expiration should be staggered so that no more than two Committee members leave at one time.

#### Reporting

The CAP Committee reports to the OA Board. The CAP Committee can escalate items to the Board as required. This can be via a written report which can be submitted via [execofficer@orthoptics.org.au](mailto:execofficer@orthoptics.org.au) .

#### Meeting Frequency

The CAP Committee meets a minimum of 4 times per year with additional meetings scheduled as required.

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#### **Authority / Decision Making**

- The CAP 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 National Office; and
- Committee process is by consensus