

# TERMS OF REFERENCE:

## Conference Committee

### Purpose and Scope

The Conference Committee operates under the auspices of Orthoptics Australia (OA) to:

- Work with the OA Conference Manager referencing the “Division of Tasks” document, to deliver a high-quality OA Annual Conference which provides excellent value to delegates, speakers, sponsors and exhibitors;
- Work with the OA Conference Manager referencing the “Division of Tasks” document, to deliver a high-quality OA Annual Conference program which provides excellent educational value to OA members and other Conference delegates; and
- Present ideas to the OA Conference Manager that have the potential to build upon the success of previous conferences (including the program content).

### Committee Structure and Membership

- The Conference Committee is a Committee established by the OA Board. Ideally the committee should be composed of a maximum of 6 members and be appointed 14 months prior to the OA Annual Conference;
  - 1 OA Director; and
  - Up to 2 OA current members who represent a diverse cross-section of the OA membership. Appointment of these Committee members is via an Expressions of Interest process; and
  - Up to 3 scientific program representatives, who are current OA members who represent a diverse cross-section of the OA memberships. Appointment of these Committee members is via an Expressions of Interest process.
- Committee members should have the appropriate skill, knowledge and experience to undertake the functions and responsibilities of the Committee;
- No member should serve on the Committee for more than 2 years; and
- The OA Board will appoint a Director as the Conference Convenor/Chair

### Reporting

The Conference Committee reports to the OA Board. Minutes of all committee meetings are to be provided by 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

The Committee will work with the OA Conference Manager to set an appropriate meeting calendar to fulfil its duties. As a significant amount of the work of this Committee is undertaken via portal or email communication, all Committee members must agree to respond to portal or email messages within 48 hours and will notify the OA Conference Manager if circumstances such as holiday or illness arise which limits their ability to achieve this.



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### Authority / Decision Making

- The Conference 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 Conference Manager;
- The Committees can make Annual Conference and program related recommendations to the Board via the OA Conference Manager, relative to initiatives both within and beyond the scope of this document; and
- Committee process is by consensus

