



OA State Branches and Representatives Charter

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Next review: May 2025

Contact Information

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Purpose

Orthoptics Australia (OA) is represented by orthoptists in every state and territory.

OA Representatives and Branch Committees operate under the auspices of the OA Board. The commitment and goodwill of all members ensures the OA survives and grows to represent the interests of all orthoptists.

Key purpose of State Branches and Representatives include:

1. Promote the profession of orthoptics
2. Advocate for local OA members
3. Promote value of membership with OA
4. Act as a point of liaison between OA and relevant state-based organisations, groups, and committees
5. To coordinate and deliver education and networking opportunities for local orthoptists in collaboration with the Continued Education Committee.

Structure

State Representatives and Branches are established under the OA Board to perform tasks which fit with the agreed purpose.

Roles are voluntary with no monetary remuneration or honorarium.

State Representatives:

OA Members who act on behalf of OA to perform actions to support the purpose of State Reps and Branches.

State Branches:

In instances where there are 3 or more representatives in a State a Branch can be established. Each Branch is headed by a leadership group of at least a chair.

OA encourages Branches to involve representatives from diverse areas including but not limited to rural, regional, student or new graduate, union or other subject matter areas.

In states where there is a University Course a discipline/ school representative should be invited to contribute to the work of the Branch as required.

Representatives may join the committee either as a voting or non-voting committee members.



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Committee positions:

Nominations of Branch Members and positions is via an expression of interest process for a term of 2 years. No member should serve on the Branch for more than 3 x 2 year terms.

Committees should seek to balance continuity with the need for fresh input, by encouraging Committee members to serve two or more consecutive terms.

Appropriate positions are agreed by the members and can include, Chair, Secretary, Finance Officer etc and are appointed as required. Positions are described further below.

Non-attendance at two consecutive meetings without prior discussion may result in the committee member being removed from the committee by a decision of the committee.

Beyond these required positions, the Committee may choose to allocate other roles to support the efficient operation of the Branch and/or Committee.

Working parties can be appointed and managed by the branches or local member groups as appropriate.

Communication:

An OA email address is provided for each state and territory (i.e. gld@orthoptics.org.au). The email address is to be managed by either the State Representative or the Chair of a State Branch.

Administration:

OA National Office provides administrative and executive services as per agreed roles and responsibilities below.

Meetings

Meeting are held quarterly at a minimum (more frequently if agreed). Branches should ideally include at least one face-to-face meeting per annum, usually when annual planning is undertaken.

Each Branch Committee meetings should:

- Discuss matters which may be relevant to OA or the profession referring any relevant matters to the OA Board either via the Board Advisory Forum, Report to the Board or directly to president@orthoptics.org.au
- Review previous Minutes and outstanding actions
- Review finances and ensure the Branch is operating within budget

Annually Branches should:

- Discuss succession planning
- Work with CEC to develop a Calendar of CPD & Networking Events for coming year. Noting events can still be requested up to 4 weeks before the event dates via the event request form on the website.



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Benefits

Holding the position of OA state representative provides members with a variety of experience outside of clinical setting. There are opportunities to be involved in association management, promotion of orthoptics, event management, advocacy and more. Beyond the opportunity to gain experience other benefits include:

- Opportunity to gain CPD points via AOB's Service to Profession Category.
- OA recognises the contribution of Branch Members and representatives to the ongoing success of OA. Up to \$30 per head to a maximum of \$250 (increased by CPI) can be provided to support one annual event per Branch to celebrate achievements of active volunteers. Note: this funding is provided to reward active volunteers and is not intended to cover the costs of member networking events.

Positions

Branch Chair:

Each Branch Committee is required to select a Branch Chair annually. Only financial OA members eligible to hold a position on the OA Board are eligible to hold a position of Branch Chair. The Branch Chair reports to the OA Board.

Role responsibilities:

- Overall responsibility for the operation and finance of the Branch
- Collaborate with the Office to execute all contractual arrangements and ensure sponsors are appropriately recognised
- Chair meetings or, ensure an alternative Branch Committee member is appointed if required
- Work with Branch Secretary to formulate meeting schedule
- Work closely with the Branch Secretary to ensure agenda and minutes are formulated and disseminated as stipulated (see Branch Committee Meetings section)
- Submit quarterly report to OA Board
- Participate in the Board Advisory Forum.

Concerns can be escalated to president@orthoptics.org.au and execofficer@orthoptics.org.au

Secretary:

- Liaise with the Office to schedule meeting and book virtual meeting platform
- Develop meeting agenda (working with Branch Chair) and circulate ahead of the meeting
- Record minutes and actions during the meeting and circulate to members and the office within two weeks of the meeting.



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Finance Officer:

The Branch Finance Officer is responsible for complying with the OA's financial procedures and managing the following (in liaison with the Office):

- Assist with Branch Event Budgets
- Document and report Branch's financial activities if / when required.

Key Dates:

July	Develop and submit an overview of Branch Operations and Events to be included in the OA Annual Report
September	Appoint positions for following year Finalise Committee structure for upcoming year. Notify in writing to OA Board president@orthoptics.org.au Schedule annual calendar of meetings. Upload to Committee group portal
November	Work with CEC to develop a Calendar of CPD & Networking Events for coming year. Where possible advise OA National Office (office@orthoptics.org.au) of the calendar of events for the following year. Noting events can still be requested up to 4 weeks before the event dates via the event request form on the website.

Resources:

Related documents (available in OA Operations portal):

- Branch Budget template
- Branch Committee Meeting Agenda and Minutes templates
- Multimedia Release Form
- Reimbursement Claim Form
- Speaker Honorarium Form (includes ATO declaration)



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Roles and Responsibilities

Item	Details
Advocacy	<p>Refer any local issues including political, government or workplace changes that may impact the delivery or development of orthoptist services to the OA Board via president@orthoptics.org.au and execofficer@orthoptics.org.au</p> <p>Matters of interest can also be brought forward to the Board Advisory Forum.</p>
Accounts	<p>Reimbursement Claims: Branch Committee members must complete and forward a Reimbursement Claim Form along with Tax Invoices to enable reimbursement for expenses paid on behalf of OA within 14 days of incurring the expense.</p> <p>Credit card dockets only are not sufficient therefore it is vital that a Tax Invoice is requested for all claimable purchases. While reimbursement will be made on receipt of scanned or copied documentation, OA reserves the right to request original documentation be forwarded via mail. Reimbursement Claim Forms are available from the OA Operations Portal. Submit via email: office@orthoptics.org.au</p> <p>Accounts are generally paid via EFT as per settlement terms quoted on invoices or within seven days if not otherwise specified. Please allow at least five working days for the payment of accounts. Please forward any accounts payable to the OA National Office a minimum of one week before payment is due</p>
Communication	<p>Branch Committees are not authorised to speak on behalf of OA to media – for matters outside the scope of this Branch Handbook consult with the OA Board for direction (president@orthoptics.org.au)</p> <p>Communication is managed via PR committee and the Board</p>
eNewsletter	<p>Monthly if/as appropriate - provide content for inclusion in the eNewsletter (office@orthoptics.org.au) published on the first Wednesday of each month. Submissions due by the last Wednesday of the previous month</p>
Events	<p>Refer to event management guidelines.</p>
Finances	<p>Develop and submit a budget utilising the template provided for the following financial year (1st July to 30th June) (finance@orthoptics.org.au)</p> <p>The OA Board will consider Branch budgets at its meeting in May annually and communicate the outcome shortly after that meeting.</p> <p>Costs incurred in holding Branch Committee meetings must be included in the Branch's annual Branch budget and should be kept to a minimum.</p>



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	<p>Financial reporting:</p> <p>Payments to speakers: Any payments for services which will not be accompanied by a Tax Invoice, such as speakers, will only be made once the completed, relevant documentation available in the OA Operations Portal.</p> <p>Venue, catering, other supplies: Where possible payments of accounts should be managed by OA National Office.</p>
Reporting	<p>Submit a report to the Board on the Branch operations as required.</p> <p>Provide a report on Branch operations and events to the Executive Officer</p>
Portal / M365	<p>Each Branch will have its own Microsoft 365 Workspace and a Portal within the OA website to support its work.</p> <p>Microsoft 365:</p> <ul style="list-style-type: none"> - Each state/territory has a M365 account which comes with an email address and a Teams site - The Teams site can be used for: <ul style="list-style-type: none"> o communicating between the Branch Members o collaborating on documents - The email address is used for communicating with people outside of the Branch including the OA office and outside of OA <p>Group Portal:</p> <ul style="list-style-type: none"> - A secure Portal within the OA website is provided for each Branch - The portal is to be used for: <ul style="list-style-type: none"> o Storing permanent records including agendas and minutes <p>Instructions on how to use group portals are within the Operations Portal – OA Portal Instructions.</p>

