

## TERMS OF REFERENCE:

### International Orthoptic Association (IOA) Representative

#### Purpose and Scope

The role of IOA Representative operates under the auspices of Orthoptics Australia (OA) and is responsible for representing the Association and its members on the International Orthoptic Association (IOA) Committee of Management.

#### Role Structure

- The IOA Representative is selected by the OA Board and must be a current OA member and ensure their membership is retained throughout their appointment
- Nominees are identified via an Expressions of Interest process;
- The incumbent should have the appropriate skill, knowledge and experience to undertake the functions and responsibilities of the role;
- The initial term of the role is for a 4-year fixed period; and
- No member should serve on the Committee for more than 8 consecutive years (i.e. two consecutive terms).

#### Reporting

The IOA Representative reports to the OA Board. The IOA Representative must prepare and submit reports to the OA Board 10 working days prior to OA Board meetings. The IOA Representative is also responsible for contributing to the OA eNewsletter on a regular basis and Annual Report.

#### Meeting Frequency

To be determined by The IOA Committee of Management – usually one annual face-to-face meeting, in an overseas location

#### Entitlements

This role is supported with the following reimbursement of expenses in relation to attendance at the IOA Committee of Management meeting;

- Economy class flights (to and from home port/meeting city) (If Business or First-Class travel is booked, OA will only reimburse the cost of an economy class fare for the equivalent flight)
- 3 nights' accommodation, to be organised by the office to a 3–4-star standard for the meeting location and travel period
- Train/Taxi/Uber transfers from the arrival airport to/from the meeting venue if required
- Daily meal allowance as per the applicable and current financial year ATO Reasonable Travel & Meal Allowance Limits. (Note any meals covered by the IOA Committee of Management meeting are not included.)
- Travel insurance



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### **IOA Conference:**

The cost of IOA conference registration will not be reimbursed by Orthoptics Australia. However, at their discretion the IOA may provide discounted or complimentary registration, and this is subject to change.

### **Process for booking travel requirements:**

The IOA Representative must contact the OA office to arrange all required travel. Once travel details are known, the IOA Representative is expected to notify the OA office promptly to ensure expenses are managed responsibly.

### **Process for reimbursement:**

If the IOA Representative needs to submit a claim, the OA reimbursement form must be used with copies of tax receipts included. All claims must be submitted within 14 days of the expense being incurred.

### **Authority / Decision Making**

- The role of IOA Representative was formed under the auspices of OA's Board to perform tasks which fit with the purpose and scope of the role and to consider other tasks as delegated from time to time by the Board;
- The incumbent 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 OA Office; and
- The incumbent can make IOA related recommendations to the Board relative to initiatives both within and beyond the scope of this document.

