

## **TERMS OF REFERENCE:**

### **Membership Committee**

#### **Purpose and Scope**

The Membership Committee operates under the auspices of Orthoptics Australia (OA) and is responsible for collaborating with the board, Committees and membership in relation to membership benefits, communication, Volunteer recruitment and recognition, engagement and retention.

#### **Strategic Objective**

Establish a connected orthoptic community that promotes inclusivity and belonging across our diverse membership, encourages collaboration and supports orthoptists in their work and careers.

#### **Committee Structure and Membership**

- The Membership Committee is established by the OA Board. Ideally the Committee should be composed of a minimum of 5;
  - 2 OA Directors; and
  - 3 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.
  - 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 PAC member with other OA members invited to join for the term of the working group.
- Committee members should have the appropriate skill, knowledge and experience to undertake the functions and responsibilities of the Committee
- Nomination of committee members is via an Expression of Interest (EOI) process for a term of 2 years.
- No member should serve on the Committee for more than 6 years. The Committee appointment and term expiration should be staggered so that only one Committee member leaves at one time
- The Committee Chair shall be selected by the Committee.

#### **Reporting**

The Membership Committee reports to the OA Board. Minutes of all Committee meetings are to be provided to be loaded into the Membership Committee Portal within one month of the meeting. An additional written report can be submitted to the Board at each meeting.

#### **Meeting Frequency**

This Committee meets on a needs basis as identified by the Committee.

### Authority / Decision Making

- The Membership Committee was formed to perform tasks which fit with the purpose and scope of the Committee and to consider additional tasks as delegated 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 Association Manager [office@orthoptics.org.au](mailto:office@orthoptics.org.au)
- The Committee can make OA membership related recommendations to the Board
- Committee process is by consensus.

