

TERMS OF REFERENCE:

Special Interest Groups

Purpose

The Special Interest Groups (SIG) operate under the auspices of Orthoptics Australia (OA) and may be formed when the Board of Directors (Board) deem them necessary and viable. All Special Interest Groups sit under the OA Membership Committee.

SIGs have been formed to;

- Provide a forum for communication, education; and research;
- Share an interest in advancing a specific area of knowledge, learning or clinical expertise; and
- Enable review or creation of documents at the request of the Board.

Structure and Membership

- Each SIG should be composed of at least one member of the OA Board of Directors;
- Membership is open to Orthoptics Australia Members only;
- Members requesting to join must meet the requirements of the membership questions and agree to abide by the SIG group rules;
- One or more moderators will be appointed by the Board for each Private Facebook SIG; and
- Sub-groups may be formed if required.

Accountability/Reporting

- SIGs do not have delegated authority from the Board;
- Individual group members are responsible for adhering to the group rules;
- The moderator(s) is/are responsible for approving memberships and moderating or removing posts that breach group rules;
- Members who breach group rules may be asked to leave the group; and
- All documents created by the SIG must be approved by the Board before being published.

Meeting Frequency

- SIGs may meet via teleconference on an as needs basis as identified by the Board or the group.

Authority

- The SIGs are under the auspices of the OA Membership Committee to perform tasks which fit with the purpose of the group and to consider other tasks as delegated from time to time by the Board;
- The SIGs do 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 Executive Officer; and
- The SIGs can make recommendations to the Board relative to initiatives both within and beyond the scope of this document.

