

## **Early Career Optometrists Victoria South Australia (ECOV/SA)**

### **Terms of Reference**

#### *Purpose*

The purpose of the committee is to enable early career optometrists, with some assistance from Optometry Victoria South Australia (OV/SA), to grow professionally, through the provision of continuing professional development and networking opportunities specifically targeted to the needs of early career optometrists.

Early career optometrists are defined as students and registered optometrists who are up to ten years from graduation.

OV/SA seeks support of the committee with the following roles and responsibilities, which include but are not limited to:

- providing advice to OV/SA on the current needs of early career optometrists;
- operational level planning and delivery of events for early career optometrists;
- contributing to the development and implementation of a strategy to engage students 'early' in their course;
- contributing to the development and delivery of the University Career Expos;
- development and delivery of a strategy to retain early career optometrists as members of OV/SA, and
- advocating to early career optometrists the advantages and benefits of OV/SA membership.

#### *Committee membership*

OV/SA members will be invited to nominate to join the committee from time to time, as required. Committee members are selected by the ECOV/SA committee and OV/SA's CEO. Members are expected to foster and maintain strong networks amongst early career optometrists, to inform their views and opinions on the committee. Diversity of membership is important, and the committee should include members who represent a range of sub-groups across all early career optometrists.

#### *Committee positions and working groups*

From time to time, there may be positions and working groups formed to work on particular projects. These are informal positions with discretion of terms and creation at the discretion of the ECOV/SA and the OV/SA Secretariat.

### *Term of the committee*

ECOV/SA is an Advisory Committee of OV/SA. The role and purpose of the committee, and its achievements, are reviewed periodically in line with the OV/SA Strategic Plan and Budget.

OV/SA early career members are invited to nominate for the committee, from time to time as vacancies arise. Nominations are reviewed by the committee and the OV/SA Secretariat. Committee members vote to determine the successful applicant.

Committee members are appointed for a period of two years, but shall be eligible to be reappointed for a further two years, should they wish to continue on the committee. Committee members can remain on the committee for a further twelve months to allow for recruitment of new members should this be required, to provide continuity and ensure no loss sufficient handover time. The maximum term a committee member can stay on is five years.

Committee members must resign from the committee if they:

- are no longer a financial member of OV/SA;
- become an employee of OV/SA, or
- for any reason as determined by OV/SA's Chief Executive Officer.

### *Meetings*

Meetings will be held bi-monthly, or as required, either face-to-face or by teleconference. Individual communication with members will be required between meetings and members are expected to be responsive. Meetings are at a mutually agreed time.

### *Declaration of interest*

Committee members must declare any conflicts of interest at the beginning of each committee meeting. The declaration of interests will be recorded in the meeting minutes.

### *Resourcing*

As an advisory committee of OV/SA, OV/SA will contribute financial resourcing to support CPD and networking events within the parameters of the OV/SA budget. OV/SA will provide secretariat support as well as meeting and seminar space in the OV/SA building. OV/SA will also provide other resources such as virtual meeting platforms as appropriate. The committee may also work in conjunction with the secretariat to seek additional financial resourcing from external groups such as optometry equipment suppliers, in line with OV/SA's policy on accepting external sponsorship.

### *Management of funds*

OV/SA will receive and manage any financial contributions received through external sponsorship on behalf of the committee. The funds will be used solely and exclusively for early career optometrist events and initiatives as determined by the committee and approved by the OV/SA CEO.

OV/SA will ensure that the financial infrastructure is in place to ensure that the holding and disbursement of funds complies with Australian laws and taxation requirements.

#### *Cessation of the committee*

In the event that the committee ceases, any funds held on behalf of the committee will be used for early career optometrist events and initiatives only.

#### *Amendment*

The Terms of Reference may be amended, varied or modified in writing after consultation and agreement by committee members and the OV/SA CEO.

#### *Evaluation and reporting*

The outcomes of meetings of this committee will be presented to the Board in a report authored by the secretariat support person, and signed off by the committee chair. Where formal agendas are set the reporting methodology will mirror the agenda sequence. It will not generally be a requirement for the Board to view full minutes of the meeting.

Date reviewed: April 2023

Next review due: April 2024