

Terms of Reference

Organisational Advisory Working Group (WG)

OTs in Action- Cultural Diversity

1. Purpose

The OTs in Action – Cultural Diversity (Working Group) is established as an organisational advisory committee by the CEO of Occupational Therapy Australia (OTA) for the purpose of identifying opportunities to respond to and elevate OTA’s response and action on social justice issues.

2. Role & Responsibilities

The role of the OTs in Action - Cultural Diversity Working Group is advisory in nature and the working group has the following responsibilities:

- a) Undertaken an environmental scan nationally and internationally on similar association and peak body’s approach to the issue.
- b) Undertake a literature review if relevant.
- c) Identify high impact and high influential stakeholders, collaborators and potential alliances.
- d) Develop and recommend Action Plans of 4 – 6 items. Recommended actions to be tangible, realistic and address, improve or advocate for the issue as it presents in the profession, workplaces or society.
- e) As requested by the CEO, implement specific actions

3. Composition & Membership

3.1 Composition

The Working Group consists of between four and eight working group members.

These working group members comprise:

- a) Up to 7 members
- b) Up to 3 staff members, of which one will act as Chairperson and another as secretariat.

3.2 Appointment and Tenure

Working Group members will be appointed for a term of two years upon approval by the CEO of OTA.

Working group members will be appointed via a call for Expressions of Interest.

Vacancies on the Working Group may be filled on a casual basis upon the recommendation of the Chairperson and the approval of the CEO.

Working Group members may resign from the Working Group at any time by providing written notice to the Chairperson.

3.3 Chairperson

The Chairperson shall be a nominated staff member.

3.4 Contribution & Attendance

It is expected that all Working Group members will contribute in the following ways:

- a) endeavour to complete all pre-reading of materials and papers prior to meetings
- b) contribute fulsomely to discussions during meetings
- c) engage on matters circulated for consideration out of session in a timely manner

3.5 Remuneration

Working Group members are not offered remuneration.

4. Working Group Meetings & Administration

4.1 Frequency & Convening of Meetings

The Working Group meets four times per calendar year.

Working Group meetings are held virtually via technology supported by OTA.

4.2 Quorum

A quorum of the Working Group is the presence of a majority of the Working Group members.

4.3 Standing Invitees

A standing invitation to the Working Group will be issued to the following who are not members of the Working Group:

- a) Chief Executive Officer or delegate eg Chief of Staff
- b) Anyone else likely to regularly attend who is not a Working Group member

4.4 Leave of Absence

The CEO may grant a Working Group member leave of absence from Working Group meetings for a period not exceeding 6 months. Leave of absence cannot be granted retrospectively unless the CEO is satisfied that it was not feasible for the Working Group member to seek the leave in advance.

4.5 Conflicts of Interest

Working Group members must notify the Chairperson and Working Group where there is an actual or perceived conflict of interest related to an item being discussed at a meeting.

4.6 Confidentiality

All Working Group members and officers are required to keep information presented (whether written or oral) or discussed at Working Group meetings confidential, and only use and disclose this information in the proper discharge of their responsibilities to the Working Group and OTA.

4.7 Administration

The Working Group is managed by the Office of the CEO Portfolio. This Portfolio will appoint a suitable person to provide the secretariat function for the Working Group.

The Portfolio will be responsible for the coordination of:

- a) scheduling and arrangement of meetings;
- b) preparation and distribution of the notice and agenda for each meeting;
- c) provision of the technological means to hold the meeting;
- d) recording and distribution of notes from each meeting; and
- e) notification to all staff and other external parties who are requested to attend any meeting for specific agenda items.

5. Working Groups

From time to time, the Working Group may appoint smaller working groups of Working Group members to support or undertake work to support the Working Group's remit.

6. Reporting

The Working Group reports directly to the Office of the CEO Portfolio. Minutes will provide the reporting mechanism back to the CEO following each meeting.

7. Amendments & Review

These Terms of Reference will be reviewed by the CEO on an as needs basis.

DOCUMENT CONTROL

Revision History

Version	Revision date	Summary of changes

Approvals

This document requires the following approvals.

Name	Title	Signature	Date of Issue	Version
Samantha Hunter	CEO		06/05/2022	1

Distribution

This document has been distributed to: