

**NZOPA**  
**Conference Sub-committee**

**TERMS OF REFERENCE**

**1. Authority for the Group**

- This is determined by Executive Committee

**2. Purpose**

- **To develop and run an annual Conference programme to meet the goals set by the Executive in the strategic and planning business plans**

**3. Delegated Authority**

- The Conference Lead will report to and be a member of the Executive Committee

**4. Duties / Scope**

- Organise and run annual prosthetic and orthotic conference
- Collect and appropriately utilise conference fees
- Select internal and external speakers and papers
- Secure external sponsorship
- Liaise with education committee and technician committee on key themes and approach
- Liaise with the Accreditation Committee for Accreditation of event
- Liaise with the Website Sub-committee for Event Publicity and Registration
- Send post conference communication to all members
- Promote and support CPD
- Will Liaise with the Accreditation, Education, Website and Technician Sub-committees
- All decisions are approved by the Executive prior to incurring expenses;
- Criteria developed by the Executive to evaluate and approve processes for credentialing is followed;
- Financial transactions are administered through the Executive.

## **5. Membership**

- The President or their deputy(Executive Lead Conference); and
- Orthotic Representative
- Prosthetic Representative
- Sub-Committee members may attend Executive meetings but do not have the right to vote.

## **6. Quorum**

The Group shall be deemed quorate if there is representation of 3 members:

## **7. Meetings**

- Meetings will be 2 monthly and will last for no longer than 1 1/2 hours.
- Attendance will be a priority for all members.
- Meetings will start and finish at the agreed time.
- Action notes will be circulated within 2 working days.
- Papers will be circulated at least two working dates before the meeting.

## **8. Conduct of business**

- The conduct of business will conform to duties defined in these Terms of Reference.

## **9. Equality statement**

- The committee will ensure that these Terms of Reference are applied in a fair and reasonable manner that does not discriminate on such grounds as race, gender, disability, sexual orientation, age, religion or belief.