

OACA Sub-Committees

The role of sub-committees is extremely important, to assist with key functions, and to ensure that the skills, experience and diversity of our membership is utilized to its fullest potential. Sub-committees engage members in day to day operations and provide the Board with the insight needed to make informed decisions. Involvement on sub-committees can assist with providing the groundwork for becoming a Director on the Board.

Five (5) Sub-Committees are currently open for member involvement. To get involved, please email oaca@outlook.com. Recruitment for sub-committees may also take place during all OACA events (conference & seminar). Committee size is at the discretion of the Board.

For more information on the operation of sub-committees please review the Sub-Committee Terms of Reference.

Education Sub-Committee

Reporting to the Director of Education the sub-committee may be responsible for the following duties:

- Provide recommendations to the Board on education.
- Primer on Planning course markers (markers are paid in accordance with AMCTO rates).
- Member of ACST Accreditation Review Team.
- Assist with the development of educational products.
- Review annual work plan and budget and provide recommendations to Board.

Marketing & Collaboration Sub-Committee

Reporting to the Director of Marketing & Collaboration the sub-committee may be responsible for the following duties:

- Provide recommendations on how to improve collaboration and educational offerings.
- Obtain sponsorship opportunities for education and events.
- Assist with the development a member affinity program.
- Assist with the development of marketing and promotional materials.
- Review annual work plan and budget and provide recommendations to Board.

Communications Sub-Committee

Reporting to the Director of Communications the sub-committee may be responsible for the following duties:

- Provide recommendations and support with respect to the management of social media.
- Assist with the production of the newsletter, annual report and conference/seminar package.
- Obtain educational content for newsletter.
- Review annual work plan and budget and provide recommendations to Board.

Event Planning Sub-Committee

Reporting to the Director of Event Planning the sub-committee may be responsible for the following duties:

- Provide recommendations on events.
- Assist with the planning of all events.
- Assist with preparing conference & seminar registration packages and promotional material.
- Secure speaker topics and presenters for events.
- Assist during events (i.e. handling delegate enquiries, take photos, manage videographer operations, registration desk etc.).
- Review annual work plan and budget and provide recommendations to Board.

Elections & Governance Sub-Committee

Reporting to the Director of Elections & Governance the sub-committee may be responsible for the following duties:

- Assist with the development of all Board policies and provide recommendations on governance.

Sub-Committee Terms of Reference

1.0 Mandate

Sub-committee (“SC”) mandate will be to provide support and assistance with respect to all Board activities and to provide advice to the OACA Board of Directors (“the Board”) in the form of recommendations.

2.0 Principles

To ensure that the SC operates effectively and fulfills its role in supporting the Board, it will be governed by the following set of principles:

Impartiality: the Committee will formulate its advice in an impartial, objective, and fair manner.

Consensus-based: the Committee will strive for and provide its consensus-based views to the Board, taking into consideration a diversity of viewpoints from all members.

Timeliness: the Committee will provide its input within the time frames required.

3.0 Definitions

Not Applicable.

4.0 Recruitment Process

To be considered for a position on the SC, an applicant can email oaca@outlook.com, including name, contact information, brief summary of experience and/or qualifications and what SC they wish to sit on.

The Board may provide for any procedure relating to the recruitment of members for a sub-committee.

Members appointed to a SC shall be approved by the majority of the Board.

5.0 Composition and Term

The Board will appoint members, annually, to the SC. Appointed members of the Committee will be composed of:

- Active Members
- Associate Members
- Past Board Members
- Honorary Members

6.0 Members

By accepting to serve on the SC, members agree to be bound by the conditions of the Terms of Reference.

Members are expected to:

- Understand their role and expectations, including relevant policies.
- Undertake work necessary to implement assigned duties.
- Develop and maintain a climate where mutual support, trust, respect, courtesy, teamwork, creativity and are valued.
- Challenge ideas and not people, creating a climate where it is okay to disagree.
- Respect that decisions of the Board are final and accurately communicate the decisions of the Board even if they disagree with the majority decision of the SC.
- Members shall respect the confidentiality of sensitive information known due to service on the SC.

All members are subject to the Policies & Guidelines for the Board of Directors and the Code of Conduct.

The Board may adopt additional policies pertaining to the governance and operations of the SC.

7.0 Role of Chair

A Chair may be appointed at the discretion of the Board.

The Chair shall:

- Be responsible for the overall administration of the affairs of the SC.
- Undertake any necessary work, including special projects and research, between meetings.
- Be the point of contact with the Board.

Remuneration & Expenditures

Members will participate on a pro bono basis without remuneration and no Member shall directly or indirectly receive any profit from occupying a position on the SC.

Expenditures for any business related expenses must be approved by the Board.

8.0 Conflict of Interest

An appointed member who has a direct or indirect pecuniary interest in a matter under consideration by the Board shall disclose the nature of the general nature of such interest.

9.0 Amending the Terms of Reference

The Terms of Reference may be revised by the Board.