



OMAA Handbook: 2022-24 version

The OMAA Handbook consists of 3 parts. It is linked for review alongside the 3 year strategic goals. This version is due for review to be presented at the 2024 AGM. Regular review is to ensure this document represents the current context of OMAA and is also reviewed in conjunction with the foundation document (version 6) logged on OMAA document register as “Foundation document TOR200915 Terms of Reference Draft_6”, and available on request.

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Terms of Reference 2023-24

This 3 part document outlines the purpose, scope, membership, governance structure, roles and responsibilities of the Orientation and Mobility Association of Australasia (OMAA). It is a living document that is informed by the foundation OMAA Handbook version 6 (available on request). The OMAA roles defined and information provided in this Handbook are supported by foundation documents including the OMAA Constitution, current mission and strategic statements, procedures, scope of practice, and code of ethics, located on the OMAA Document Register. Please access foundation documents from the OMAA website, or by email request at OMAA info@omaaustralasia.com

The latest OMAA Handbook is available, and recommended to all members and accessible via the OMAA website. All committee and executive members of OMAA should be familiar with its content as well as able to inform the next version (3 yearly review) content as OMAA moves forward.

The 3 parts of this TOR document are:

Part 1: Overview and membership

Part 2: Current Executive and Committee Overview and purpose

Part 3: Documentation management (under development)

This version requires Executive approval prior to external distribution.

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Part 2: Current Executive and Committee Overview and purpose:

While OMAA aspires to significant role development (see Part 1 handbook 2022-24 and foundations handbook v 6). The 2022-24 TOR document reflects the current executive and committee overview, given the context we are in at this time. Significant challenges with human resource capacity impact on organisational structure and capabilities where the Executive and Committees are required to be agile in structure, framework and yearly prioritisation of activities.

OMAA IS as robust as its active membership and committed to succession.

This document overviews the current 2022-24 structure of OMAA Executive and Committees. It must be noted that across committee collaboration is a cornerstone of OMAA's function. Roles and tasks will be shared based on capacity, skill and interest. Members will be asked to support specific tasks as they arise.

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1. OMAA Executive

Purpose

The OMAA Executive leads the business of the OMAA as the peak professional body serving O&M specialists and Guide Dog Mobility Instructors in Australasia, as per the constitution, agreed by membership.

Scope

On behalf of the membership, the OMAA Executive leads OMAA governance, compliance and reporting, strategic planning, risk management, membership and finances, and overall health. Executive and committee roles are voluntary positions. From time to time, however, the executive will offer reviewable paid positions as required to meet tasks on behalf of the membership (for example, an admin role to support across committee secretary and web management tasks).

The make up of the committees and executive will also change, based on current context factors such as priority tasks and skills needed to achieve these; committee work load and capacity; succession factors and availability of members to step into positions. This handbook is therefore a living document, reviewable alongside the Strategic goals, every three years.

Capacity and succession are currently having a significant impact on OMAA structure and outcomes. Aspired positioning has not been achievable and OMAA Executive has prioritized smaller tasks over positions as well as shared tasks across committee members as reflects capacity and skill. The smaller 'task' or 'project' based approach is purposed to encourage membership engagement in OMAA activities and support succession.

Recruitment

OMAA Executive officers are elected at the OMAA Annual General Meeting and serve a two year term, renewable twice (maximum 6 year sequence) according to the constitution. Positions are declared vacant every two years at the AGM. In the current context, if no new candidates are received for positions and the position holders are willing to continue in the role, we have retained the position holders longer than the 6 year sequence. It is desired that these role holders change but lack of candidates means that these positions would be vacant if not filled by the current holder. The decision to continue with current vs no position holders is part of our current context and the Executives are seeking ways to support member engagement and succession. However, longer tenured position holders offer a wealth of experience and knowledge of OMAA, its function and processes.

Meetings

The OMAA Executive meets regularly, monthly or bi-monthly, mostly via videoconference, and also attends to Executive business via other platforms (for example email and WhatsApp) between meetings. These meetings are minuted and stored on the central file.

Roles and Responsibilities

The Executive currently has nine defined roles and can recruit additional Executive officers as the need arises.

- President
- Vice President
- Immediate Past President (under review)
- Secretary role/Administration Co-ordinator)
- Treasurer
- Communications Committee Chair
- Professional Standards Committee Chair
- Professional Development Committee Chair
- Membership Engagement Committee Chair

The roles and responsibilities of Presidents are detailed here. The roles and responsibilities of the Committee Chairs are detailed in their respective Committee chapters.

President

The President leads the Executive with OMAA governance, compliance and reporting, strategic planning, risk management, evaluation, and the general efficacy of the OMAA.

This role requires knowledge about the purpose of a professional body; director-level management skills with expertise in governance, legal compliance, administration and finances; an understanding of OMAA structures and decision-making processes; and established relationships with key OMAA decision makers. The President leads collaboratively via the Executive and its committee members.

The role includes supporting and leading the OMAA team with:

1. Governance, compliance, and reporting
 - demonstrating strong leadership, direction and optimism in initiating, supporting and advancing the work of OMAA
 - chairing Executive meetings
 - having the final sign-off on major OMAA decisions
 - ensuring compliance with legislation and regulations in Australia and New Zealand that affect professional bodies
 - reviewing alignment between the constitution, foundation documents, organisational structures, policies and procedures, and day to day operations

- reviewing and approving OMAA documents, publications, and significant outgoing communications
- managing external relationships, in collaboration with other Executive officers as needed
- ensuring compliance with reporting requirements to external stakeholders, including incorporation and finances

2. Strategic planning

- monitoring changes in the O&M industry locally and internationally that impact the role of the OMAA
- developing and maintaining a rolling three-five year strategic plan that includes current priorities (this year) and longer-term goals.
- Identifying the impact of the strategic plan on the annual budget, membership fee structure, and priorities in each of the OMAA Committees

3. Risk management

- maintaining a risk register, identifying and implementing solutions to damaging risks
- safeguarding OMAA people and activities with appropriate insurance and transparent lines of accountability

4. OMAA efficacy and health

- evaluating the effectiveness of OMAA structures, people, and procedures
- identifying, nominating, equipping and supporting leaders
- monitoring the wellbeing of OMAA officers, assessing reasonable workload, checking fit for purpose and initiating succession planning
- contracting additional administrative support or subject matter expertise as needed to protect and make best use of OMAA's volunteer workforce
- providing a timely response to enquiries from OMAA officers

Vice-President

The Vice President serves as second in command, supporting the President with collaborative leadership via the Executive and their committees, in governance, planning, risk management, evaluation and decision making.

This role might be undertaken by a member who is interested in nominating for president and is developing the requisite skills, or who prefers a senior supporting role.

Responsibilities include, but are not limited to:

1. Supporting the president in all OMAA governance and decision-making responsibilities.
2. Serving as proxy if and when the President is unavailable.

Immediate Past President (under review)

The Immediate Past President serves the President and Executive for one term in an advisory capacity, providing continuity to the OMAA through changeover in leadership roles and serving as proxy if the OMAA President and Vice President are unavailable.

Supporting Documents

- OMAA Constitution/Model Rules
- OMAA Governance procedures (OMAA evaluation processes, relevant legislation, review schedule), including Risk management procedures, risk register
- OMAA strategic plan (reviewed and updated annually)
- OMAA Handbook

2. Executive Secretary and Treasurer roles

Exec

Purpose

The Secretary and treasurer roles support the President and Executive in managing memberships, supporting administrative functions and implementing OMAA resolutions and compliance procedures.

Scope

The Secretary and Treasurer roles :

- manage OMAA memberships/fees.
- establish meeting schedules, and maintain documentation and correspondence of the OMAA Executive
- monitor administration of OMAA Committees, ensuring that OMAA decisions are implemented by the relevant personnel.
- manage the OMAA budget, accounts, receipts and expenditure, audits, and bi monthly/annual reporting, and finances for OMAA special events.

Recruitment

The OMAA Secretary and Treasurer are nominated and elected by the OMAA membership at the annual general meeting (AGM) and become members of the OMAA Executive, as per general Executive recruitment.

As of end 2022, duties of the secretary have been under review, due to reasons noted above. The Executive has recruited for a paid Administrative Co-ordinator position to meet secretary and website/social media duties across committees. This is an example of OMAA's need to be flexible and creative in today's climate.

Meetings

The Secretary/admin Co-ordinator and Treasurer roles join the executive meetings as well as any other meetings as agreed and delegated to the role.

Roles and Responsibilities

OMAA Secretary duties (Administration Co-ordinator role to be refined 2023)

The AGM elects the OMAA Secretary position or the Executive refines and delegates the duties on a reviewable basis. The tasks support the President, Executive, and other OMAA Committees, and oversee administration of the OMAA including Memberships and the Document Register.

This role requires expertise in systems administration, management of meetings, and associated communication and record keeping.

The secretary roles include , in collaboration with other OMAA team members:

1. Establishing and distributing the annual OMAA Calendar and Contact Lists.
 - meeting dates for the Executive and OMAA Committees
 - major professional development events and other publications for the year
 - due dates for deliverables in the OMAA Strategic Plan
 - contact lists for OMAA Executive, Committees and Regional member groups
2. Managing OMAA correspondence.
 - monitoring incoming and outgoing correspondence
 - triaging and ensuring timely responses to enquiries (through info@)
 - corresponding on behalf of OMAA
3. Managing Executive meetings and the OMAA Annual General Meeting.
 - booking zoom meetings
 - working with the President to develop agendas and invite participants

- requesting, collating and circulating reports and meeting papers before meetings
 - recording, disseminating, and archiving minutes
 - tracking the service term of OMAA officers, and prompting nominations for vacancies in a timely manner before the AGM
4. Ensuring OMAA resolutions and compliance requirements are actioned.
- checking monthly that OMAA resolutions from meetings are actioned
 - reporting to Consumer Affairs Victoria and the Australian Business Registry annually, within 1 month of the AGM, ensuring OMAA contacts are up to date.
5. Managing OMAA memberships.
- working with the Treasurer, Membership Secretary and Webmaster to maintain the online OMAA membership database, fee payment system, and ROMSA registrations
6. Monitoring OMAA document management
- Working with the Document Registrar and Secretaries of OMAA committees to ensure that OMAA documents for both internal and external use are sufficient, regularly updated, professionally presented and accessible

Supporting Documents

- OMAA Constitution/Model Rules
- OMAA Handbook
- OMAA Administration/Meeting procedures, including AGM
- OMAA Calendar
- OMAA Contact Lists – Executive, Committees and Regional member groups

Treasurer

The AGM elects the OMAA Treasurer to oversee financial administration of the OMAA, including budgets, membership fees, incoming and outgoing payments.

This role requires expertise in financial administration, and online management of memberships.

Roles may include, but are not limited to:

1. Managing OMAA membership fees
 - proposing the membership fee schedule for approval by Executive

- working with the OMAA Secretary and Webmaster to maintain the online OMAA membership database and fee payment system
- tracking and recording membership payments
- Reconciling online payment gateway, membership database and bank account statements.

2. Managing the OMAA financial accounts

- Reviewing account functions and updating signatories.
- Tracking incoming and outgoing expenses, ensuring timely payment of bills.
- Developing an annual budget that reflects the Strategic Plan
- Managing the budget and payments for OMAA special events (e.g., OMAA conference), with support as required
- Organising internal and external audits as required.

3. Reporting OMAA finances

- Providing bi-monthly financial reports to the OMAA Executive and annual reports to the AGM.
- Reporting to Consumer Affairs Victoria and the Australian Business Registry within 1 month of the AGM, providing financial records as required.
- developing and retaining back up treasurer systems

Supporting Documents

- OMAA Constitution/Model Rules
- OMAA financial management procedures, including internal/external audits
- Factsheet: Applying for COMS and ROMSA in ANZ
- Professional indemnity and insurance policy

3. Professional Standards Committee

Purpose

The Professional Standards Committee (PSC) establishes the education, qualifications and workplace experience advocated for in Australasia for entry-level O&M specialists and monitors the quality of ongoing professional practice. This committee gathers voices from a range of stakeholders and informs OMAA direction on management of standards of practice in the profession of O&M Specialist.

Scope

The PSC Committee leads and collaborates with other OMAA committees to inform and refine:

1. OMAA quality framework - developing, maintaining, and promoting documentation to support O&M professional practice
2. O&M training pathways – supporting and informing/facilitating refinement of O&M personnel preparation programs for COMS-compliance
3. relationships with OMAA stakeholders to increase the reach of the O&M profession
4. service evaluation, research, and publishing to advance the O&M profession.

Recruitment

The PSC is comprised of a Chair and other members who may be:

- from Australia and New Zealand
- employees and independent service providers
- experts in O&M personnel preparation, industry standards and management of grievances

The Chair of the Committee is nominated and elected by the OMAA membership at the annual general meeting (AGM) and becomes a member of the OMAA Executive as per constitution.

Other PSC members can either be elected at the AGM, or nominated by the Chair at any time. PSC members have a flexible term of service and can claim service points towards COMS recertification, if they meet COMS service points requirements. From time to time the Chair will also seek members' participation in discrete tasks, such as grievance process, Professional preparation liaison and so on (see below).

Meetings

The PSC meets regularly (usually monthly) via teleconference. The PSC Chair also attends Executive meetings, providing information exchange between the PSC and the Executive.

Roles and responsibilities

PSC Chair

The Chair leads the PSC committee with regard to:

1. Recruitment of PSC members and succession planning
2. Proposing and tracking annual PSC goals, priorities, meeting dates, project deadlines and communicating/collaborating on these with the OMAA Executive
3. Chairing PSC meetings, confirming agendas and checking minutes
4. Active participation in the OMAA Executive, with reciprocal reporting
5. Ensuring timely responses to enquiries and grievances (through improve@)
6. Developing, maintaining, and reviewing the OMAA Quality Framework – the foundation documents that guide and regulate the OMAA and O&M professional practice in Australasia.

Supporting documents

- Code of Ethics
- Scope of Practice
- Standards of Exemplary Practice
- Grievance Policy
- OMAA Handbook

PSC Secretary (Administration Co-ordinator)

The Secretary is responsible for:

1. developing PSC meeting agendas, recording minutes and collating meeting papers
2. safeguarding PSC documents during the year and submitting annually to the document registrar for archiving
3. active participation in the OMAA Executive, with reciprocal reporting

Supporting Documents

- OMAA Meeting procedures
- OMAA Document management procedures

The following roles and/or tasks within the PSC committee may be delegated as discrete tasks as negotiated with members, potentially across committees. In 2023 these roles are under review due to capacity and skill area. these roles include:

Document Registrar

To serve as the Document Registrar, to facilitate document development, check document accessibility and professional presentation, safeguard current and archivable OMAA documents, manage access to OMAA's electronic resources, and organise scheduled document review/audit to maintain quality.

This is an administrative role requiring skills in cloud-sharing and storage; file management and naming protocols; document design, formatting and editing and document accessibility.

Roles may include, but are not limited to:

1. Sourcing OMAA documents.
 - Locating and securing OMAA archives
 - Collating and archiving documentation from OMAA Committees annually
 - Identifying, inviting and equipping OMAA document writers who have relevant subject matter expertise to generate OMAA documents, including OMAA procedures and OMAA factsheets
2. Maintaining the OMAA Document Register.
 - Developing and promoting use of OMAA document templates and publishing guidelines to optimize a consistent, professional style in OMAA documents
 - Monitoring formatting quality and accessibility relative to genre
 - Branding, registering and publishing OMAA documents on the OMAA document register
 - Clarifying permissions and promoting access to documents by relevant stakeholders
3. Prompting scheduled internal review and external audit of OMAA documents.

Supporting Documents

- Document Management Procedure, including document register, file map, formatting templates, accessibility guidelines, file-naming protocols, cloud-storage and audit protocols, OMAA style guides & templates, procedure for document development

O&M Program Liaison

To serve as an O&M Program Liaison, to be OMAA's voice to monitor, evaluate, help to shape and promote O&M personnel preparation programs that are COMS-compliant, to ensure that

O&M specialists in Australasia are recruited, adequately educated and qualified, have supervised experience in the field, and are ready for independent professional practice under the OMAA Quality Framework.

This role requires COMS and/or specialized experience in developing curricula, teaching, and evaluating O&M personnel preparation programs and may be shared across members and committees. Active aspects of the role will vary depending on priorities at the time.

Roles may include, but are not limited to being OMAA's voice to:

1. Advocate and liaise with O&M personnel preparation program representatives regarding OMAA minimum training standards and COMS criteria
 - Investigating programs in Australasia and internationally (particularly South Pacific Island nations), monitoring changes in their availability, and contributing to their improvement
 - consulting with program providers about OMAA criteria for entry-level professionals, recommending improvements to existing and new programs
 - developing and updating a public list of OMAA-approved O&M personnel preparation programs (OMAA website and download)
2. Promoting recruitment into the O&M profession from diverse pathways by
 - recognising that diverse prior experiences create a richly skilled workforce, able to meet the varied needs of clients in Australasia.
 - Identifying formal training pathways that lead into OMAA approved personnel preparation programs
 - Working with the OMAA, O&M program providers, O&M employers and other stakeholders to promote collaboration in timely recruitment strategies
3. Supporting individual O&M Specialists by
 - responding promptly to ad hoc queries about O&M training pathways.
 - developing and refining an OMAA branded core domain checklist to support COMS applicants who trained overseas.
 - advising about upskilling where their initial training has been inadequate.
 - promoting specialization and excellence within the field, and expanded career pathways for experienced O&M specialists.
4. Monitoring and advising about O&M short-courses that equip non-O&M specialists to offer limited O&M services to clients or support the services of a fully qualified O&M specialist. This involves liaison with other professionals and Community Based Rehabilitation Fieldworkers in developing countries.

5. ACVREP liaison; potentially joining the COMS Subject Matter Expert Committee to represent Australia and New Zealand in developing international O&M standards.

Supporting Documents

- O&M Program Evaluation Procedure
- Applying for COMS and ROMSA in ANZ
- Recruitment into the O&M Profession Procedure
- Factsheet: Join the O&M Profession (recruitment)
- Factsheet: COMS Subject Matter Expert Committee Factsheet

Membership/ROMSA Secretary

To perform delegated Membership/ROMSA Secretary tasks to manage OMAA memberships and process ROMSA applications.

This role requires administrative skills in Word, Excel, internet and snail-mail.

Responsibilities will vary according to prioritization and may include, but are not limited to:

1. Providing current information about OMAA memberships
 - Designing and streamlining membership application forms (online) to include compulsory declarations and reduce barriers and complexity for people applying for OMAA memberships
 - Updating and ensuring congruence in membership information provided through the OMAA website, publications, committees and meetings
2. Processing ROMSA applications
 - Checking the ACVREP website monthly to update the OMAA list of current COMS.
 - Inviting applications for registration, and checking whether applicants meet requirements
 - Safeguarding COMS evidence, producing and issuing registration certificates, also ensuring ROMSAs are publicly listed on the OMAA website

Supporting documents

- Membership and ROMSA Registration Procedure, including ROMSA certificate template
- Factsheet: Applying for COMS and ROMSA in ANZ
- Factsheet: Public list of ROMSAs (printable from website register?)

COMS Supervision Coordination

To support training agencies and new Specialists with COMS-compliant placements for entry-level professionals, and upskilling of O&M specialists who require remedial workplace experience, such as when:

- returning to work after more than five years
- changing roles or clientele (e.g., children's work to adults' work)
- resolving a grievance

This role requires COMS and experience in supervising trainee O&M specialists in the workplace.

Roles may include, but are not limited to supporting/advising re:

1. Recruiting COMS supervisors, defining their role and advising about supervisor training.
2. Liaising with O&M employers to identify internship hosts and define placement opportunities, primarily in Australia and New Zealand.
3. Maintaining a public list of placement opportunities and available COMS supervisors, then sharing this with providers of O&M personnel preparation programs and trainee O&M specialists.
4. Developing and maintaining an OMAA Internship/Placement Manual to guide trainees and hosts through a COMS-compliant work placement.
5. Supporting applicants to arrange a suitable placement with either an onsite or offsite COMS supervisor.

Supporting Documents

- OMAA Internship/Placement Manual
- Factsheet: O&M Employers and Placement Hosts
- Factsheet: Available COMS Supervisors

Industry Liaison

From time to time OMAA will liaise with external O&M stakeholders, to support the membership in Australia and New Zealand, to strengthen, promote and advance the O&M profession. The network of relationships with stakeholders includes, but is not limited to:

- O&M employers
- Independent service providers
- Government and funding bodies (e.g., NDIS, Medicare)
- Independent groups (e.g. unions)
- Client representative groups (BCA, WBU)
- Professional bodies (e.g., SPEVI, OT Australia)

This role requires a deep knowledge of OMAA purposes, scope, capabilities, limitations, officers and their roles; diplomacy; and strong verbal and written communication skills.

Responsibilities may include, but are not limited to:

1. Negotiating registration of the O&M profession with external bodies.
2. Liaison regarding employment, salaries, and conditions.
3. Developing OMAA fact sheets in collaboration with others, to promote the O&M profession and service quality.

Supporting Documents

- OMAA Document Management Procedure (including FactSheet Publishing Procedure/template)
- Factsheet: What is OMAA?
- Factsheet: What does an O&M specialist do?
- Factsheet: What is the difference between an O&M specialist and an OT?

Grievance Process Lead

To, from time to time, serve as the Grievance Process group leader, to implement the Grievance Policy on behalf of OMAA.

This is an administrative and networking role requiring skills in risk assessment, collaboration, crucial conversations, file management and scheduling, and knowledge of the OMAA Code of Ethics and Scope of Practice.

The role of this group leader/group is:

1. Recruiting a pool of grievance investigators
2. Receiving and registering a grievance
 - immediately notifying the OMAA President and PSC Chair.
 - allocating appropriate Grievance team members (2)
3. Tracking progress of the investigation to resolution
 - making regular contact with the Grievance team members
 - receiving and securing relevant documents upon resolution
 - notifying stakeholders of the outcomes
 - reporting progress at monthly PSC meetings

Supporting Documents

- Constitution/Model Rules
- Grievance Policy and procedures

4. Professional Development Committee

Purpose

The Professional Development Committee (PDC) values and fosters subject matter expertise, specialization, and formal learning towards exemplary standards of O&M practice. It ensures that O&M specialists in Australasia can access affordable, COMS-compliant PD to improve O&M professional practice under the OMAA Quality Framework and access diverse career pathways.

Scope

The PDC Committee leads and collaborates with other OMAA committees to inform and refine:

1. developing and maintaining healthy O&M professional development networks, both locally and internationally.
2. sourcing, evaluating, developing and promoting professional development opportunities for O&M specialists including Guide Dog Mobility Instructors, to develop subject matter expertise, facilitate specialization within the O&M profession, and diversify career pathways for O&M specialists.
3. supporting the COMS-recertification of Australasian O&M specialists.

The PDC professional development network includes, but is not limited to:

- O&M Specialists, including Guide Dog Mobility Instructors
- Allied workers, including community-based rehabilitation fieldworkers in South Pacific Island nations
- O&M employers
- Client representative groups (BCA, WBU)
- Professional bodies (e.g., ACVREP, AER, SPEVI, ICEVI)
- Universities, colleges, and registered training organisations
- International conference organisers (e.g., International Mobility Conference, SPEVI, ICEVI, AER, International Low Vision Conference)

Recruitment

The PDC is comprised of a Chair and members who may be:

- from Australia and New Zealand

- employees and independent service providers
- experts in professional networking, professional development, events management and administration

The Chair of the PDC is nominated and elected by the OMAA membership at the annual general meeting (AGM) and becomes a member of the OMAA Executive as defined by the constitution.

Other PDC members can either be elected at the AGM, or nominated by the Chair at any time. PDC members have a flexible term of service and can claim service points towards COMS recertification.

Meetings

The PDC meets regularly (usually monthly) via teleconference. The PDC Chair also attends Executive meetings, providing regular information exchange between the PDC and the Executive.

Roles and responsibilities

PDC Chair

The Chair leads the PDC committee with:

1. Recruitment of PDC members and succession planning
2. Proposing and tracking annual PDC goals, priorities, meeting dates, project deadlines, and communicating these with the OMAA Executive
3. Chairing PDC meetings, confirming agendas and checking minutes
4. Active participation in the OMAA Executive, with reciprocal reporting
5. Ensuring timely responses to enquiries and potential professional development opportunities... (through info@ and improve@)
6. Monitoring the O&M professional development landscape both locally and internationally to ensure diverse, COMS-compliant PD opportunities are available to O&M specialists in Australasia.

Supporting Documents

- OMAA Handbook
- OMAA Standards for Exemplary Practice
- ACVREP COMS Recertification Handbook

PDC Secretary

The PDC Secretary is responsible for:

1. developing PDC meeting agendas, recording minutes and collating meeting papers
2. safeguarding PDC documents during the year and submitting annually to the document registrar for archiving
3. active participation in the OMAA Administration Committee, with reciprocal reporting

Supporting Documents

- OMAA Meeting procedures, including AGM

The following roles and/or tasks within the PDC committee may be delegated as discrete tasks as negotiated with members, potentially across committees. In 2023 these roles are under review due to capacity and skill area. these roles include:

PD Advise

To serve as a PD Advisor, to scope the professional development needs of O&M Specialists in the Australasian region, source , develop and promote PD opportunities with OMAA members.

This role requires skills in career consultancy, research skills to source formal learning opportunities, and initiative in recognising PD opportunities and co-developing PD proposals.

Responsibilities include, but are not limited to:

1. Surveying O&M specialists, O&M employers and O&M clients to
 - Investigate job satisfaction and identify O&M professional development needs
 - encourage professional development towards exemplary O&M practice.
2. Mapping advanced, extended and new O&M career pathways, eligibility criteria and conditions of employment, including independent service provision.
3. Researching and promoting professional development opportunities that support O&M career development, including
 - formal qualifications from tertiary education providers
 - informal education through conferences, workshops/seminars and online learning
 - shaping professional development proposals with potential providers
 - training for COMS Supervisors and OMAA Grievance Investigators

Supporting Documents

- PD Procedures, including spreadsheet of PD stakeholders, formal education opportunities and contacts & PD Survey Procedure
- Factsheet: Recertification Points Calculator
- Factsheet: COMS recertification events, services and activities (updated annually)
- Factsheet: O&M Career Pathways
- Factsheet: Independent O&M Service Providers

COMS RPPLE Registrar

To assess professional development events for COMS-compliance and then register them with the ACVREP RPPLE program.

This role requires COMS, and skills in administration and collaboration.

Responsibilities include, but are not limited to:

4. Registering COMS-compliant professional development activities
 - Evaluating available O&M professional development opportunities against COMS recertification criteria
 - Promoting COMS-compliant PD opportunities and gauging interest from the O&M profession
 - Registering viable PD opportunities in the RPPLE system
5. Promoting COMS recertification
 - Liaising with PD providers to co-promote events for COMS points
 - co-designing a certificate of attendance for each PD event, with the evidence required for COMS recertification
 - tracking O&M attendance at RPPLE-registered events to evaluate outcomes
 - responding promptly to queries about COMS recertification

Supporting Documents

- COMS Recertification Handbook (ACVREP)
- PD Evaluation and RPPLE Registration Procedure
- Factsheet: COMS recertification events, services and activities

Events Management

To develop a viable PD proposal into a scheduled OMAA PD event. Such events might include, but are not limited to:

- professional practice teleconferences
- OMAA Symposium

- Australasian O&M Conference
- Interagency O&M Forum

This role requires awareness of the international PD calendar, local PD needs, and skills in events management (administration and communication).

Responsibilities include, but are not limited to:

1. Scheduling OMAA PD events to fit with the international and local PD calendar in O&M and related fields, also considering school holidays and public holidays in ANZ
2. Convening an event team to share decision making and tasks, including:
 - time, place, venue, hosting, IT arrangements
 - administration, costs, registration process
 - theme, abstracts/speaker arrangements, program design
 - promotion plan and evaluation

Supporting Documents

- PD Event Management Procedure, including flier templates, etc.

Research opportunities

To provide an anchor point to the Australasian O&M industry to promote and facilitate O&M service evaluation and research. This may include a lead and team.

This role leader is desired to have a higher research degree, established relationships with researchers in universities and industry, the ability to action ethics applications, and experience in peer-reviewed publishing.

Responsibilities include, but are not limited to:

1. Evaluating existing OMAA services:
 - recording, analysing and reporting feedback from OMAA members received through personal communication, Improve@omaa, OMAA Committees and the AGM.
 - bringing findings and recommendations to the OMAA Executive for decision and action.
2. Conducting a census of the O&M industry in Australasia including South Pacific Island nations, at least every 10 years, investigating O&M personnel, services, resources and equipment.
3. Monitoring, registering and participating in formal research projects linking the OMAA, the O&M industry and universities:
 - developing and maintaining a register of O&M/vision related research projects in Australasia

- identifying gaps in O&M research and services and developing research proposals
 - encouraging O&M specialists to undertake higher research degrees in O&M, and networking with potential supervisors and universities
 - promoting the Vision Impact Research Group (VIRG)
 - initiating or participating in research projects, co-designing research, facilitating ethics applications, co-authoring publications
4. Disseminating findings through publications such as:
- OMAA website
 - FYI Handouts
 - OMAA Reports
 - Peer-reviewed literature

Supporting Documents

- O&M Research Census Procedure (including census, evaluation procedures, survey design, sharing research datasets, guidelines for storage of data, ethics applications;
- Declaration of Helsinki <https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>
- National Standards for Ethical Practice in Human Research <https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018>

5. Communications Committee

Purpose

The Communications Committee (CC) is to lead OMAA to inform and refine:

1. the OMAA digital framework underpinning OMAA systems and effective communications, also monitoring and managing the public profile of OMAA in communications.
2. Digital transformation so that the CC endeavors to keep pace with an agile technology industry, optimising systems that make best use of OMAA's volunteer workforce and harnessing new opportunities to promote the O&M profession in the wider community.
3. The public profile of OMAA to ensure all communications reflect high professional standards relative to the genre or medium of communication, improving the visibility of the OMAA and understanding of the O&M profession in the community.

Scope

The CC Committee leads and collaborates with other OMAA committees and members by:

1. Establishing and maintaining the OMAA digital framework that includes
 - electronic communication networks, mailing lists, email addresses, and live team collaboration platforms
 - the OMAA website
 - centralised registration and storage of electronic documents and multimedia resources.
2. Managing the public profile of OMAA
 - monitoring the OMAA brand and use of the logo
 - creating templates for professional presentation of OMAA branded communications
 - publishing regular communications to the OMAA membership and external stakeholders.

Recruitment and Membership

The CC is comprised of a Chair and members who may be:

- from Australia and New Zealand
- employees from different agencies and independent service providers
- experts in IT systems, website development and publishing

The Chair of the Committee is nominated and elected by the OMAA membership at the annual general meeting (AGM) and becomes a member of the OMAA Executive, as outlined in the constitution.

Other CC members can either be elected at the AGM, or nominated by the Chair at any time. CC members have a flexible term of service and can claim service points towards COMS recertification.

Meetings

The CC meets via teleconference. The CC Chair also attends Executive meetings, providing information exchange between the CC and the Executive.

Roles and responsibilities

CC Chair

The Chair leads the committee regarding:

1. Recruitment of CC members and succession planning
2. Proposing and tracking annual CC goals, priorities and publication deadlines
3. Proposing and tracking annual CC goals, priorities, meeting dates, publication deadlines, and communicating these with the OMAA Executive
4. Chairing CC meetings, confirming agendas and checking minutes
5. Active participation in the OMAA Executive, with reciprocal monthly reporting
6. Monitoring the OMAA brand and use of the OMAA logo
7. Promoting O&M in the community and devising solutions to misinformation that might involve the OMAA digital framework, publications, and community education.
7. Ensuring timely responses to enquiries (through info@ and improve@)

Supporting Documents

- OMAA Handbook
- CC procedures, including publication calendar, enquiry procedures – contact list and decision tree

CC Secretary

The CC Secretary is responsible for:

1. developing CC meeting agendas, recording minutes and collating meeting papers
2. safeguarding PDC documents during the year and submitting annually to the document registrar for archiving

3. active participation in the OMAA Administration Committee, with reciprocal reporting

Supporting Documents

- OMAA Meeting procedures, including AGM

Webmaster/administration Co-ordinator

To lead the management of the OMAA website, alongside other members involved in the maintenance and refinement of OMAA media platforms.

This role requires expertise in web design, written communication skills, administration skills, and collaboration with OMAA officers.

Responsibilities may include, but are not limited to leading:

1. Maintaining and updating the OMAA website to ensure ready access to information, including:
 - factsheets and resources for members
 - public register of O&M Specialists in Australasia (ROMSAs)
 - OMAA Quality Framework
 - positions vacant
2. Developing the OMAA website to improve the public profile of the O&M profession
 - scheduled review of website content
 - collaboration with OMAA officers to develop new content
 - consultation with members to scope further needs that the website might meet.

Supporting Documents

- Website management procedures

The following roles and/or tasks within the CC committee may be delegated as discrete tasks as negotiated with members, potentially across committees. In 2023 these roles are under review due to capacity and skill area. these roles include:

Digital Framework Manager

To manage the OMAA digital framework which includes the OMAA website, email network, mailing lists, live team collaboration platforms, and secure storage of documents and electronic resources. Managing and maintaining these systems involves monitoring their accessibility and providing regular technology training to OMAA officers in their use.

This role requires expertise in IT systems for organisations, IT trouble-shooting/ helpdesk skills, and technology training skills.

Responsibilities may include, but are not limited to:

1. Scoping the technology landscape, recognising, and advising the relevant OMAA decision-makers about systems that will best support OMAA's limited volunteer workforce in meeting OMAA's professional standards.
2. Implementing OMAA's decisions about the digital framework, establishing, maintaining and updating communication networks, platforms and electronic storage systems
3. Providing technology training and helpdesk support to OMAA officers using the digital framework.
4. Establishing and maintaining OMAA email addresses and mailing lists
5. Managing live collaboration platforms, including bookings, invitations, and recordings for OMAA committees, and working groups

Supporting Documents

- Digital framework management procedures (including records of purchase and registration of IT systems, installation, passwords, manuals, help menus, decision trees, lines of accountability to make and implement proposals for change, email addresses and mailing lists)
- Technology training procedures, contacts and resources

Social Media Officer

To develop and maintain OMAA's social media platforms.

This role requires diverse social media skills and an ability to filter content to meet OMAA professional standards for different media.

Responsibilities may include:

1. Contributing regular blogs, or posts on Facebook, LinkedIn, etc
2. Monitoring content and tone of posts and comments
3. Bringing feedback and issues of professional concern to relevant OMAA officers.

Supporting Documents

- Social Media procedures

Footwork Coordinator (under review 2023)

To publish OMAA's *Footwork* newsletter.

This role requires excellent written communication skills, formatting and editing skills, and an understanding of the audience and role of Footwork in promoting OMAA and the O&M profession across and beyond the O&M sector.

Responsibilities include:

1. Creating an agreed publication schedule for Footwork per year
2. Inviting content from OMAA Executive and Committees, OMAA members and other stakeholders
3. Drafting Footwork issues using templates and content maps
4. Editing content and tone of contributions to reduce repetition, address gaps in OMAA communications, and check facts
5. Organizing review and approval of each issue before publishing

Supporting Documents

- Document Management Procedure
- Footwork Publishing Procedure, including publishing schedule, templates

6. Membership Engagement Committee

Purpose

The Membership Engagement Committee (MEC) promotes professional networking and serves as a members' reference group. It collaborates around current issues to inform OMAA Executive decisions and fosters special interests to inform O&M professional practice.

Scope

The MEC Committee leads and collaborates with other OMAA committees to inform and refine:

1. Developing a social and professional network of OMAA members that identifies the strengths and capabilities of individuals and encourages members to flourish.
2. Generating an OMAA members' response to current issues of interest that affect O&M specialists, clients, employers, and other stakeholders.
3. Fostering special interest groups that bring interested members together to share subject matter expertise.

Recruitment and Membership

The MEC is comprised of a Chair and representatives from

- Australia and New Zealand
- varied employment contexts (e.g., agencies, education departments, dog guide services, independent service providers).

Representatives are people who enjoy professional networking, share news, can offer professional support and mentoring, promote the OMAA, and triage local issues of concern to be addressed by the most appropriate people within or beyond OMAA.

The Chair of the Committee is nominated and elected by the OMAA membership at the annual general meeting (AGM) and becomes a member of the OMAA Executive, as per constitution.

Other MEC members can either be elected at the AGM, or nominated by the Chair at any time. MEC members have a flexible term of service and can claim service points towards COMS recertification.

Meetings

The MEC meets regularly via teleconference. The MEC Chair also attends Executive meetings, providing information exchange between the MEC and the Executive.

MEC meetings might alternate between Committee-only meetings, and practice meetings that invite the wider OMAA membership for discussion of current topics requiring a response from members or upskilling members. Additional MEC meetings and email/phone engagement can occur ad hoc according to need and current projects.

Roles and responsibilities

MEC Chair

The Chair leads and collaborates with other OMAA committees to inform and refine:

1. Recruitment of MEC members and succession planning
2. Proposing and tracking annual MEC goals, priorities, meeting dates, project deadlines, and communicating these with the OMAA Executive

3. Chairing MEC meetings, professional practice events, discussion forums, confirming agendas and checking minutes/notes
4. Active participation in the OMAA Executive and reciprocal reporting
5. Ensuring timely responses to MEC enquiries (through info@ and improve@)
6. Identifying current O&M issues requiring an OMAA response and working with others to develop solutions and proposals
7. Identifying special interest groups, nominating a group leader to develop terms of reference, reporting to MEC and promoting through OMAA Communications
8. Scoping ideas and opportunities to advance the O&M profession

Supporting Documents

- OMAA Handbook
- MEC procedures, including calendar, contacts, proposal template, terms of reference templates for special interest groups (purpose, scope, recruitment, membership, meetings, documents, evaluation and accountability, promotion plans)

MEC Secretary

The MEC Secretary is responsible for:

1. developing MEC meeting agendas, recording minutes and collating relevant documents
2. safeguarding PDC documents during the year and submitting annually to the document registrar for archiving
3. active participation in the OMAA Administration Committee, with reciprocal reporting
4. maintaining a current list of OMAA members, including regions, to support membership engagement

Supporting Documents

- OMAA Meeting procedures, including AGM
- Factsheet: OMAA regional contact lists

Living History Maintenance (under review in 2023)

To recognise and document significant contributions to the Australasian O&M profession.

This role requires an active interest in O&M history and developing relationships with O&M elders.

Responsibilities may include, but are not limited to

1. identifying, interviewing and consulting with O&M specialists who have made a significant contribution to the O&M profession in Australia, New Zealand and South Pacific island nations
2. Identifying and developing ways for OMAA to honour O&M expertise and contributions (e.g. awards, recorded interviews, exhibitions, publications)
3. gathering and curating artifacts and memorabilia relating to the history of O&M in Australasia

Supporting Documents

- Living History procedures, including Tom Blair Museum Procedures for gathering, curating and exhibiting O&M artifacts and memorabilia and honouring O&M elders

The following roles and/or tasks within the PDC committee may be delegated as discrete tasks as negotiated with members, potentially across committees. In 2023 these roles are under review due to capacity and skill area. these roles include:

Social Coordination

To lead the welcome new OMAA members, share contacts, and promote social and professional engagement that encourages members to flourish. All members can contribute to this role.

This role requires knowledge of who's who in OMAA and excellent networking skills.

Responsibilities may include:

1. Monitoring status and changes in the O&M profession
 - reporting on activities and changes in the regions such as industry news, personnel moves, positions vacant, upcoming events
 - encouraging O&M Specialists to join the OMAA
 - identifying local professional development opportunities that could be registered for COMS CE points
2. Contacting and welcoming new OMAA members
 - identifying their knowledge, experience, strengths, capabilities and interests
 - assessing isolation and available support
 - encouraging regional contacts to share questions, ideas, support, and offer feedback on professional issues.
 - sharing relevant OMAA contacts, linking to subject matter experts, mentors, OMAA officers and other individuals or groups

3. Fostering wellbeing in members, local professional networks, and healthy communication in OMAA, to dissolve professional barriers.
 - Organising and promoting social/professional gatherings that suit local culture and/or enable isolated professionals to engage with OMAA.
 - Sharing/promoting professional development opportunities in the regions such as workshops and conferences
 - Organising and promoting OMAA celebrations.
 - Evaluating OMAA services and identifying areas for improvement

Supporting Documents

- Factsheet: Improve OMAA (proposal process/form)

Practice Interest Coordination

To facilitate practice and/or special interest meetings.

1. Identifying and generating an OMAA members' response to current issues of interest that affect O&M specialists, clients, employers, and other stakeholders.
 - Identifying hot topics that affect the O&M profession
 - responding to issues flagged by the Executive or OMAA Committees that require input from members
 - organising discussion forums, meetings, seminars for members to examine current issues
2. Bringing professional concerns from the regions to the attention of the Executive
 - developing proposals that might address or resolve identified issues, for consideration by the OMAA Executive or relevant OMAA Committee
 - organising written responses (e.g. white papers, *Footwork* contributions) to issues, public documents and policies, representing OMAA members' opinions
3. Developing special interest groups that bring interested members together and foster subject matter expertise
 - identifying members' special interests that warrant setting up a defined special interest group (e.g., independent service providers, neurological O&M)
 - providing special interest groups with OMAA procedures and a template for Terms of Reference
 - Promoting special interest groups through OMAA communications (E.g., OMAA website, *Footwork*)

Supporting Documents

- Factsheet: Special Interest Groups – current groups, contacts and how to create one
- Factsheet: Improve OMAA (proposal process/form)

International Liaison

To liaise with international O&M stakeholders, to strengthen, promote and advance the O&M profession in the Australasian region and beyond. The network of relationships with stakeholders includes, but is not limited to:

- Contacts facilitating international O&M services, especially in South Pacific Island nations
- Government and funding bodies
- Professional bodies (e.g., ACVREP, AER, ICEVI)
- Client representative groups (e.g., WBU)

This role requires a deep knowledge of OMAA purposes, scope, capabilities, limitations, officers and their roles; a commitment to social justice; cross-cultural sensitivity; experience in developing and teaching O&M short course curricula, and strong verbal and written communication skills.

Responsibilities may include, but are not limited to:

1. Establishing relationships with international O&M service providers and investigating service models.
2. Developing a network of O&M specialists interested in international service, teaching and resourcing O&M professionals in the South Pacific and low resource settings.
3. Developing and collating resources to meet identified needs in low resource settings.
4. Monitoring the O&M profession internationally, to promote congruence between international O&M standards, local O&M personnel preparation programs, and local industry needs identified by O&M professionals, O&M employers, O&M clients and other stakeholders.

Supporting Documents

- International Industry liaison procedures – contacts spreadsheet; O&M short course procedures and curricula