



CULTURAL INCLUSION (CI) WORKING GROUP TERMS OF REFERENCE

All AOA Committee and Working Group actions and behaviours must align with the AOA Ethical Framework

1. Aim

To advise and make recommendations to the AOA Board on matters regarding the inclusion of Australians of all cultures with the purpose of increasing diversity at AOA.

2. Objectives

- 2.1.** To develop a Cultural Inclusion section of AOA's Diversity Strategy
- 2.2.** To develop a Cultural Inclusion implementation plan
- 2.3.** To provide advice to the AOA on Cultural Inclusion matters pertinent to orthopaedic surgery.

3. Membership

3.1. The membership of the Working Group consists of:

- Chair;
- A Board representative;
- A Federal Training Committee representative;
- Representative/s from the AOA membership who identify as Indigenous; and
- Other culturally diverse members as appointed by the Board including non-members of AOA.

3.2. Core members of the Working Group must be AOA members and are appointed by the Board. The Working Group can recommend members to the Board.

3.3. Members of the Working Group shall serve for no longer than 4 consecutive years. The Chair shall not serve for more than 4 years. Thereafter they shall not be eligible to serve as members of the Working Group until 2 years have elapsed since the expiration of their term of office.

3.4. Non-members of the Working Group may be invited to attend meetings of the Working Group at the request of the Chair to provide advice and assistance where necessary. In special circumstances, non-members of the Working Group may include non-members of AOA.

3.5. Non-members of the Working Group who attend meetings at the invitation of the Chair have "observer" status and do not have voting rights. They may be requested to leave the meeting at any time by the Chair.

4. Chair

4.1. The Chair of the Working Group shall be appointed by the Board and must be a Fellow of the Association.

4.2. The term of the Chair shall be determined by the Board and shall not exceed 4 years.

4.3. The Chair's responsibilities include:

- Scheduling meetings and notifying members;

- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite outcome;
- Review and approve the draft minutes before distribution; and
- Reporting to the Board as required.

5. Meetings

- 5.1.** Meetings will be conducted according to normal meeting procedures.
- 5.2.** The Working Group shall meet at least three times a year or as required.
- 5.3.** The Working Group will meet via teleconference, any requests for face-to-face meetings must be approved by the Board.
- 5.4.** The Chair shall ensure that minutes are recorded of all meetings of the Working Group.
- 5.5.** Questions arising at a Working Group meeting shall be determined by a majority of the members present and voting. A decision by a majority of the members present shall be regarded for all purposes as a decision of the Working Group.
- 5.6.** If there is an equality of votes the Chair of the meeting shall have a second or casting vote.

6. Declaration of interests

- 6.1.** All members of the Working Group shall declare any interests in relation to specific agenda items for meetings of the Working Group. The opportunity to do so must be provided at the start of all Working Group meetings.
- 6.2.** All declarations must be recorded in the minutes of the meeting.
- 6.3.** If a member of the Working Group has a conflict of interest in relation to a specific matter, the member must abstain from voting on that matter. The member may participate in the discussion on that matter, subject to the approval of the Working Group.
- 6.4.** Any decision reached by the Working Group under a conflict of interest will be recorded and reported in the minutes of the meeting. The minutes will include:
- the nature and extent of the conflict
 - an outline of the discussion
 - the actions taken to manage the conflict.

7. Governance and Reporting

- 7.1.** The Cultural Inclusion Working Group is a Working Group of the Board and reports the Board.
- 7.2.** The Chair shall provide a written report on the activities of the Working Group to each face-to-face meeting of the Board.
- 7.3.** The Chair shall provide a written report on the annual review of the performance of the Working Group to the October meeting of the Board.

8. Performance measures

- 8.1.** Adherence to AOA Ethical Framework Values & Principles
- 8.2.** The development of a Cultural Strategy and Implementation Plan.

9. Review of Working Group

9.1. The Working Group shall undertake an annual review of its performance, effectiveness and composition, prior to the October meeting of the Board.

9.2. As part of this review, the Working Group shall also review its Terms of Reference and recommend to the Board any necessary revisions.

10. Administrative support

10.1.Administrative support for the Working Group shall be provided by the Strategic Programs Manager or other staff member as determined by the CEO.

11. Revision history

Date of approval of the Terms of Reference by the Board:	
Last review of the Terms of Reference:	New Group
Date of Board approval of revisions, if applicable:	-
Next review of the Terms of Reference:	November 2020