



OPTiMA Outreach Sub-Committee Terms of Reference

The purpose of the OPTiMA Outreach Sub-Committee is to identify opportunities for members of OPTiMA to contribute to outreach through community, education and industry-related activities, events, and media. It designs, promotes, delivers and evaluates an annual series of outreach activities.

The Sub-Committee has been formed as directed by the OPTiMA Executive Committee. It must be run in accordance with the requirements outlined in section one of this document. This Committee will meet quarterly, either in person or via teleconference, in a time slot that complies with OPTiMA's Equity, Diversity, and Inclusion Policy (10 am-3 pm).

1) Outreach Sub-Committee terms of reference

- a) The Committee will be formed soon as practicable after the Centre Commencement Date; the initial members will be OPTiMA members:
 - (i) One Chair, one Deputy Chair, and no less than four additional committee members;
 - (ii) OPTiMA members of all levels and membership categories can join the Committee; new members can request participate at any time by email and must be agreed upon by a majority vote at least two working days before having voting rights at a meeting;
 - (iii) No more than 60% representation from one node;
 - (iv) A minimum of two PhD candidates;
 - (v) A minimum of two ECR;
 - (vi) Equity in the male/female membership ratio; if not possible at the commencement of the Sub-Committee, the balance issue should be revisited yearly;
 - (vii) A member's term will be effective until the wind-down of the Sub-Committee.
 - (viii) A member may resign by giving written notice to the Chair;
 - (ix) At any time, people external to the Committee may be invited to join a meeting to provide feedback, advice or give a presentation; these are not voting members;
 - (x) The decisions must be made by the majority of those present at the meeting, always provided that a minimum of three Sub-Committee members must be at the meeting and must include at least one representative from each node.
- a) The secretarial function of the Sub-Committee may be delegated to a member of the Sub-Committee who is present at the meeting.
- b) The Outreach Sub-Committee must:
 - i) Meet a minimum of twice times per year according to the needs of planning for outreach activities. Meetings to be held in person or by technological means, to formulate and provide its input to OPTiMA Executive Committee, which will be sent by email to the Training Centre Manager.
 - (i) Act in a manner based on transparency, accountability and responsibility;
 - (ii) Review the EDI policy upon commencement, and then yearly, providing feedback to the OPTiMA Executive Committee on proposed changes;



- (iii) At the yearly revision of the Centre's strategic plan, review past milestones and KPIs, and suggest new milestones and KPIs that align with the Outreach plan and the Centre's vision.
 - (iv) Develop OPTiMA's Outreach initiatives that fall within the Centre's budget;
 - (v) Identify opportunities for members of OPTiMA to contribute to outreach through community, education and industry-related activities, events, and media liaison.
 - (vi) Design, promote, deliver and evaluate an annual series of outreach activities, which must first be agreed to by the Executive committee.
 - (vii) Ensure that all communications do not breach the protocols laid out by the ARC, the nodes, and all the partners, including but not limited to logo use. All communications should be approved first by the Centre manager to ensure compliance.
 - (viii) Ensure members from across the nodes have opportunities to engage equitably.
 - (ix) Provide suggestions for Outreach related content for OPTiMA announcements, newsletter, and website.
- c) Any member may call for an ad hoc meeting of the Sub-Committee by written notice to the Sub-Committee Chair.
 - d) Minutes will be sent to members for review within five working days of the meeting. Once approved by the Chair, the meeting minutes will be forwarded to the Executive Committee for review within a reasonable time.
 - e) The Chair will prepare and send the agenda to the Sub-Committee no less than three working days before a meeting.

2) Standing items

- (i) OPTiMA calendar

1) Membership July 2021 – June 2021

Role	Name	Centre/University
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