



THE COLLEGE OF OPTOMETRISTS

Representing The College of Optometrists to external committees and working groups

Terms of Reference

Purpose

1. To represent The College of Optometrists ("the College") and to act as the voice of the College to external committees and working groups ("the committee").

Profile

2. Representatives from across the UK should:
 - a. have the relevant experience and skills required by the committee
 - b. be prepared to evaluate and comment on a range of issues relevant to optometry
 - c. commit to attend scheduled committee meetings and respond to email requests for information or opinion between meetings

Main Duties

3. Representatives will be asked:
 - a. To share the committee meeting agenda or programme with the College Policy Team ("the Secretariat") in advance of each meeting.
 - b. To raise any issues of interest to the College after each meeting.
 - c. To report back after each meeting and raise any actions/issues to be addressed that require College input.
 - d. To ensure they are up-to-date on relevant College policies and guidance ahead of each meeting, and seek support from the Secretariat as needed
 - e. To inform the College when their role on the committee comes to an end, at least one month in advance.

Communication

4. All communication between the College and representatives will be via email.

Time commitment

5. Representatives are expected to dedicate the time needed to attend relevant external meetings and effectively contribute to the work and objectives of the committee.

Terms of Office

6. The terms of office will be determined by the committee.
7. Should a member wish to step down as a representative before the end of their appointment, they are requested to give the College at least 1 month notice.

Confidentiality

8. Representatives may be asked to sign a confidentiality agreement as part of their role on their committee. In these instances, the College's Memorandum of Understanding and Terms of Reference will not supersede any confidentiality agreements.
9. However, such an agreement should not prevent representatives from ensuring they are up-to-date on relevant College policies and guidance ahead of each meeting, and seeking support from the Secretariat as needed.

Fees and Expenses

10. All representative positions are voluntary. The College recognises and values the commitment of all members who provide their time and expertise to represent the College and help further our vision and purpose.
11. Reasonable travel and subsistence expenses will be reimbursed by the College, if these are not reimbursed by the committee. Expenses claims and receipts should be submitted to ceo.office@college-optometrists.org

College contact

12. Monday - Friday via the email address policy@college-optometrists.org