# SASTA Oliphant Science Awards

## Committee Roles and Responsibilities Charter

### Aims of Charter

- Provide a clear outline of the roles, responsibilities, structure and aim of the Oliphant Science Awards (OSA) committee
- To assist SASTA and OSA organisers, conveners and committee members ensure that there is a committee in place that reflects the diversity of OSA participants, can meet the needs of the competition and is focused on looking to develop the potential of the Oliphant Science Awards Competition in the future.

### Aims of Committee

- To provide support, direction and assistance to the management and undertaking of the OSA competition
- Contribute and participate in OSA judging and its processes to ensure that the competition is fairly assessed and continues to represent a high quality.

### Structure of Committee

- The OSA committee will have a minimum of 6 members and a maximum of 12 (not including SASTA Staff) per annual event (the 'OSA event year' will commence and conclude from the Major Debrief/Planning meeting in Term 4 annually)
- If a scheduled meeting has less than 50% of members attending the meeting will be postponed and/or cancelled.
- OSA conveners and organisers will seek and target new members to ensure that there is a diverse balance of committee members from a range of areas relevant to the OSA competition, including and not limited to; Primary Schools, Secondary Schools, previous OSA judges, previous &/or current OSA School Coordinators.

### Expectations of OSA Committee Members

- To join the committee with the focus and intention to assist in the improvement of the OSA Competition and events.
- Attendance at OSA Committee meetings (approx. 4-6 per year), on occurrences where this is not possible it is expected that a valid reason is provided in due notice to OSA organisers.
- Commitment to assist organisers at a minimum of two special OSA event dates (please see next section for an example of the OSA annual schedule)
- For those unable to attend meetings and events for an extended period of time, it is requested that this is negotiated with the committee as it may be best to contribute to the event alternatively as volunteer for the event year.
- When attending or assisting at OSA events it is asked that you follow the directions and instructions of SASTA Staff and OSA Conveners where possible.

## Example of OSA Committee Meetings & Event Schedule

### November / December

- Previous years debrief/thank you party followed by Committee Meeting 1 for next year's Competition planning
  *(commonly covers topic selections, finalisation of location, dates and event details for marketing publishing, sponsorship targets and overview of any major changes)*

### March / April

- OSA Committee Meeting 2
  *(would most likely look at category rules and criteria details, judging details and New Coordinators information session planning)*
- OSA New School Coordinators Information Session (session runs for approx. 2 hours)

### June

- School Coordinator, Project and Judging Registrations close (approx. Term 2 | Week 8)
- OSA Committee Meeting 3
  *(covers registration statistics, judging allocations, computer programming, apps and robotics judging day planning and Open Day organisation)*

**August**

- OSA Offsite/Electronic Judging (Scientific Inquiry | Science Writing | Games | Multimedia)
- OSA Committee Meeting 4
  *(looks at Computer Programming & robotics judging day planning, OSA onsite judging day and Open Day events)*
- Computer Programming, Apps and Robotics Judging Day (approx. Term 3 | Week 3-4 | Saturday 8:30am - 2:30pm)
- OSA Weekend (approx. Term 3 | Week 5-6).
  - Thursday = Delivery Day
  - Friday = Pre-Judging
  - Saturday = Onsite Judging Day and Sponsor Representative Judging Day
  - Sunday = Open Day
  - Monday = All Project Collection Day

**September**

- OSA Presentation Ceremony (approx. Term 3 | Week 9)

*\*\*Please note most OSA Committee Meetings are currently held on Thursdays 4:30pm at SASTA*