



# ACT Branch

Terms of Reference 2026

## Statement

The Australian College of Neonatal Nurses (ACNN) is dedicated to the promotion of excellence in the care of neonates and their families. Its Branches support this outcome by monitoring, informing, and making recommendations to the ACNN National Committee on many aspects of neonatal nursing care.

## Purpose

To coordinate local activity in support of the objectives of ACNN and promote networking in the ACT region. This includes:

- Promoting ACNN to the nurses and midwives in the ACT and surrounding region
- Providing representation and advocacy at National ACNN level
- Holding educational events throughout the year
- Providing education and travel grants for ACT Branch members to attend/participate in educational conferences and courses.

## Operating Committee

The operating committee must consist of a minimum of 5 members. Positions are Chair, Secretary, Treasurer Liaison, Social Media Liaison and at least one ordinary member. Operating committee members hold the positions for a period of 12 months and can renominate each 12 months at the annual general meeting (AGM). The operating committee positions become vacant at the AGM held in the last quarter of the calendar year. Members can nominate before the meeting or from the floor at the meeting. Ordinary members nominations are accepted throughout the year. Nominees are encouraged to attend two meetings as an observer prior to nomination.

## Meetings

- A minimum of 8 committee meetings will be held each year; attendance may be in person or via teleconference.
- A minimum of 2 meetings will be held each year, open to all branch members and may be combined with a presentation.
- All meetings to be recorded by minutes, that will be circulated to ACT Branch members, and sent to the ESO for uploading onto the website.
- A minimum of two meetings will be open (all member) meetings.
- A simple majority is required at each meeting for a quorum.
- An AGM to be held between September and December (last quarter) of each year.

## Strategic Planning and Sustainable Committees Policy

The ACT branch will plan activities that align with the ACNN Strategic Plan and Sustainable Committees Policy (P13).

## Generative AI use, IP and Copyright Policy

Branch members will be aware of Policy 17 and will ensure that documents and resources developed and/or authored within the Branch, Branch meetings and/or for events align to P17 requirements, including authorship details, rights and permissions.

## Membership

Current financial members of ACNN who reside or work in the ACT are eligible to be members of the ACT branch.

**Reports to** ACNN National Executive committee.