



# New South Wales Branch

Terms of Reference 2023

## Statement

The Australian College of Neonatal Nurses promotes excellence in the care for neonatal patients and their families. The college provides leadership and direction for the professional development of neonatal nurses and advocates for the specialty in a variety of national and international forums.

## Purpose

The NSW Branch aims to promote the profession of neonatal nursing in NSW, on behalf of ACNN. This is to be achieved by:

- Promoting ACNN as the peak professional organisation for neonatal nurses in NSW
- Undertaking activities at local level for the benefit of neonatal nurses and midwives
- Providing benefits for members such as discounted rates for local events, and the Jessie Everson-Checkley Education Grant
- Representing NSW members in bi-monthly Executive Branch and SIG fora
- Managing Branch funds sustainably

## Operating Committee

The Branch Committee was appointed for 2023 in December 2022. The minimum membership criterion was met with the appointment of 8 members to the committee.

Chairperson – Justine Parsons

Secretary – Shelley Reid

Treasurer liaison – Karen Walker

Ordinary members – Kristy Chesworth, Jennifer Middleton, Jo Sheils, Suza Trajkovski, Krishelle York

## Meetings

- To be held on the third Wednesday at 4pm in March, May, July, and November
- All members will be invited to the May and November meetings
- The November meeting is designated as the annual meeting
- All meetings to be held online at agreed time and date
- The quorum for each meeting is a simple majority

## Strategic Planning and Sustainable Committees Document

The NSW branch reviews the ACNN National Strategic Plan document annually to identify and discuss specific activities and responsibilities that align with the National Committee's Strategic objectives.

The NSW branch abides by the responsibilities outlined in the sustainable committees' document. Operating committee members share responsibility for representation on the bi-monthly National Executive Forum and contribution to the quarterly newsletter. An annual report including proposed budget, Branch terms of reference and Branch information brochure are reviewed and submitted annually to the National committee.

## Membership

Current ACNN financial members who reside in NSW are eligible to be NSW Branch members.

## Reports to

ACNN Executive

NSW members via emails and newsletters

Australian College of Neonatal Nurses Inc.

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