



New South Wales Branch

Terms of Reference 2026

Statement

The Australian College of Neonatal Nurses promotes excellence in the care of 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 as follows:

- Promote ACNN as the peak professional organisation for neonatal nurses in NSW
- Undertake activities at local level for the benefit of neonatal nurses
- Provide benefits for members such as discounted rates for local events, and the Jessie Everson-Checkley Education Grant
- Represent NSW members in bimonthly Executive Branch and SIG forums
- Manage Branch funds sustainably

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 hold the positions for a period of 12 months and can renominate each 12 months. Operating committee positions become vacant at the subcommittee annual general meeting (AGM) held in the last quarter of the calendar year. Members can nominate before the meeting or from the floor at the meeting. Ordinary member nominations are accepted anytime. Nominees are encouraged to attend two meetings as an observer prior to nomination.

Meetings

- Committee meetings to be held in January, March, May, June, August, October and December
- The AGM to be held in December
- Meetings may be held face-to-face or online at the agreed time and date
- At least two meetings will be open (all member) meetings.
- Quorum consists of the Chair, Secretary and at least three ordinary members.

Strategic Planning and Sustainable Committees Policy

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' policy (P13). 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.

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 ACNN financial members who reside in New South Wales are eligible to be NSW Branch Members.

Reports to

ACNN National Executive committee.

Australian College of Neonatal Nurses Inc.1300211

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  www.acnn.org.au