



# Queensland 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 Queensland Branch is a sub-branch of the National Association existing to pursue the objectives of ACNN for the benefit of members residing in Queensland. The branch abides by the constitution and the policies and guidelines as set out by the national committee.

- To support neonatal nurses' professional development through sharing of knowledge and ideas
- To facilitate opportunities for professional networking
- To provide representation and advocacy at National ACNN level
- To promote membership of ACNN
- To recognise individual achievements of Qld branch members at National level
- To offer scholarships and awards for Qld branch members
- Submit an annual report to the ACNN Executive Committee by February 28 annually.

## Operating Committee

The operating committee must consist of a minimum of 5 members. Positions are Chair, Secretary, Treasurer Liaison and at least two ordinary members. Operating committee members hold their positions for a period of 12 months and can re-nominate every 12 months. The operating committee member roles become vacant at the Annual meeting held in the last quarter of each year. Members can nominate before the meeting or from the floor.

## Meetings

Committee meetings are held monthly on the third Monday of each month via ZOOM. These meetings need a minimum of 4 members to form a quorum for decision making. A face-to-face meeting is held annually, as soon after the new committee is formed to discuss strategy and planning for the coming year. General meetings will be held at QLD Branch events or any other events the QLD branch attends by invitation.

## Strategic Planning and Sustainable Committees Document

The Queensland 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. This document is forwarded to the National Committee with the Annual Report each February.

The Queensland 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 promotional brochure are reviewed and submitted annually to the National committee.

## Membership

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

## Reports to

ACNN National Executive committee.

Australian College of Neonatal Nurses Inc.

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