



Queensland Branch

Terms of Reference 2026

Statement

The Australian College of Neonatal Nurses (ACNN) 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 (Qld) Branch exists to pursue the objectives of ACNN for the benefit of members residing in Queensland. The branch upholds the college values and abides by the constitution and the policies and guidelines as set out by the National Executive.

The Qld Branch

- Supports neonatal nurses' professional development through sharing of knowledge and ideas.
- Facilitates opportunities for professional networking.
- Support members in the delivery of educational events across metropolitan and regional locations using face to face and virtual platforms.
- Provides representation and advocacy at the ACNN national level.
- Promotes membership of ACNN.
- Recognises individual achievements of Qld Branch members at the state and national level.
- Offers monetary grants to support members attendance at local, state and national conferences/seminars/workshops.

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. Assistant positions may be created to facilitate succession planning. All positions are vacated at the Annual General Meeting (AGM) held in the last quarter of each year. Operating committee members are appointed for one term (until next AGM) and are eligible to renominate. There is no maximum number of years that a member may serve on the operating committee.

Operating committee positions are open to all Qld members. A call for nomination is emailed in advance of the AGM and may be received by the Chair or Secretary prior to the AGM. Members can also nominate from the floor during the meeting. Election of the operating committee is ratified at the AGM.

Meetings

Committee meetings are held on the third Monday of each month via ZOOM. These are scheduled in the ACNN ZOOM calendar in consideration of other committee meetings and ACNN events. A quorum of 4 committee members is required for any decision making. An annual planning meeting is held following the formation of the new operating committee to discuss strategies and planning for the coming year. General meetings will be held at Qld Branch events or any other event the Qld branch attends by invitation.

The AGM will preferably be held during the National Conference (face to face) however if this is not possible it will be held via Zoom between September and December of the year.

Responsibilities

The Qld Branch reviews the ACNN Strategic Plan throughout the year to identify and discuss specific activities and responsibilities that align with the National Executive objectives. The Qld Branch abides by the responsibilities as outlined in the Sustainable Committees Policy (P13) by:

- Undertaking activities for members in line with the ACNN Strategic Plan.
- Participating in each scheduled National Executive Forum meeting.
- Contributing an item to each quarterly newsletter.
- Review and submission of the Qld Branch Annual Report, Terms of Reference and Information Flyer.

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

Neonatal nurses residing in Queensland who are current financial members of ACNN are automatically included in the Queensland Branch membership.

Reports to

ACNN National Executive.