



Queensland Branch

Terms of Reference 2024

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 (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 committee.

The Queensland Branch:

- Supports neonatal nurses' professional development through sharing of knowledge and ideas.
- Facilitates opportunities for professional networking.
- Provides representation and advocacy at national ACNN level.
- Promotes membership of ACNN
- Recognises individual achievements of QLD branch members at national level.
- Offers grants to support members financially to attend the national conference.

Operating Committee

The QLD Branch operating committee must consist of a minimum of 5 members; Chair, Secretary, Treasurer Liaison and at least two ordinary members. All positions are vacated at each Annual General Meeting (AGM) held in the last quarter of each year. Operating members are appointed for one term (until the next AGM) but are eligible to renominate when nominations are called. There is no maximum number of years that a member may serve on the operating committee.

Nominations to serve on the operating committee are open to all QLD members. A call for nominations is emailed to all QLD members in advance of the AGM. Nominations should be received by the Chair or Secretary by the date of the AGM, however during the AGM, members can nominate from the floor. Election of the operating committee is ratified at the AGM.

Meetings

Committee meetings are held monthly on the third Monday of each month. Committee meetings are held via ZOOM and scheduled on the ACNN ZOOM calendar in consideration to other committee meetings and ACNN events. These meetings need a minimum of 4 members to form a quorum for decision making. A planning meeting is held annually, as soon after the new operating 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.

Responsibilities

The QLD 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 reviewed each year by the new appointed operating committee.

The QLD branch abides by the responsibilities outlined in the Sustainable Committees policy.

The operating committee shares responsibility for:

- meeting all branch committee obligations as set out by the National Executive committee.
- representation on the bi-monthly National Executive Forum

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- contribution to the quarterly newsletter
- annual review and submission of an annual report, terms of reference and promotional flyer

Membership

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

Reports to

ACNN National Executive committee.