



# South Australia Branch

Terms of Reference 2025

## 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 SA Branch aims to promote the specialty of neonatal nursing in our state and contribute to the work of ACNN by

- Promoting ACNN as the peak professional body for neonatal nurses in SA
- Advocating for the provision of evidence based best practice in the clinical care of preterm, sick and recovering newborns within a model of family centred care
- Hosting seminars and educational events within our state for the benefit of neonatal nurses
- Providing SA members with access to professional development opportunities through mentorship and financial grants
- Managing branch funds responsibly and sustainably

## 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 bimonthly on the first Wednesday of the even months, face to face or ZOOM. These meetings need a minimum of 4 members to form a quorum for decision making. A face-to-face meeting is also held annually after the AGM with the new committee to discuss strategy and planning for the coming year.

## Strategic Planning and Sustainable Committees Document

The SA 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 SA branch abides by the responsibilities outlined in the sustainable committees' policy. 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 flyer are reviewed and submitted annually to the National committee.

## Membership

Current ACNN financial members who reside in South Australia are eligible to be SA Branch Members.

## Reports to

ACNN National Executive committee.