



# South Australia Branch

Terms of Reference 2026

## 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

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.
- Undertake local activities to benefit the knowledge, clinical care and acumen, and professional growth of SA's neonatal nursing community.
- Provide benefits for members such as discounted rates for educational events and grants to improve access to professional development opportunities
- Represent SA members in bimonthly Executive Branch and SIG forums.
- Ensure responsible and sustainable management of Branch funds.

## 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 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 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 members nominations are accepted throughout the year. Nominees are encouraged to attend two meetings as an observer prior to nomination. Interim operating committee member changes will be communicated to the ACNN National Executive Committee as they occur.

## Meetings

All meetings will be chaired by the current Chair (or office bearer in their absence). A meeting quorum will be four members of the SA Branch Committee (including ordinary members) for the transaction of business at any regular or special branch meetings. Decisions are made by consensus. Meeting attendance by ordinary members is expected to be at least every three months, unless otherwise communicated to the committee. At least two meetings per annum will be open (all member) meetings.

Meetings will be held at an agreed time and date in February, May and August; either face to face or by Zoom. Additionally, the Annual General Meeting (AGM) will preferably be held face to face during the National Conference. However, if not possible, it will be held between September – December; the last quarter of the year. Meeting agendas, supporting papers and other communication will be prepared and provided by the Chair/Secretary. Minutes will be recorded by the Secretary (or nominated Branch member if the Secretary is absent), who will distribute the document to office bearers for ratification before forwarding to ordinary members. Minutes will also be made available on the ACNN website for public ACNN member viewing.

## Strategic Planning and Sustainable Committees Document

The SA Branch Operating Committee review the ACNN National Strategic Plan and Sustainable Committees Document annually to identify and plan specific activities that align with these. Activities are then listed within the strategic plan (available on the ACNN website) and reported against in the annual report. This plan is updated yearly after selection of the new committee. The SA 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

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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**

SA Branch Members must be current financial members of the ACNN and reside in South Australia. We actively encourage neonatal nurses from all backgrounds to be included/nominate for Operating Committee roles.

### **Reports to**

ACNN National Executive committee.