



# Victoria Branch

Terms of Reference 2025

## Statement

The Australian College of Neonatal Nurses (ACNN) is dedicated to the promotion of excellence in the care of neonates and their families. Its Branches support this outcome by monitoring, informing, and making recommendations to the ACNN National Committee on many aspects of neonatal nursing care.

## Purpose

To coordinate local activity in support of the objectives of ACNN and promote networking in Victoria. This includes:

- Promoting ACNN to the nurses and midwives in Victoria
- To provide representation and advocacy at National ACNN level
- Holding educational events throughout the year
- Providing scholarships for Vic Branch members to attend/participate in educational conferences and courses.

## 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 the positions for a period of 12 months and can renominate each 12 months. The operating committee positions become vacant at the subcommittee annual meeting 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.

## Meetings

- The branch committee meetings will be held regularly with 8 meetings planned for 2024, attendance maybe in person or via teleconference.
- All meetings to be recorded by minutes, that will be circulated to VIC Branch members.
- A minimum of two meetings will be open (all member) meetings.
- A simple majority is required at each meeting for a quorum.
- An (annual) general meeting will be held in the second half of the year.

## Strategic Planning and Sustainable Committees Policy

The Victoria branch will plan activities that align with the ACNN Strategic Plan and Sustainable Committees policy.

## Membership

Current financial members of ACNN who reside or work in Victoria are eligible to be members of the Victoria branch.

## Reports to

ACNN National Executive committee.