



# Victoria Branch

Terms of Reference 2026

## 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 education and travel grants 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, Social Media Liaison and at least one ordinary member. 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 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.

## Meetings

- The branch committee aim to hold 11 meetings a year, attendance maybe in person or via teleconference.
- All meetings to be recorded by minutes, that will be circulated to Branch members and sent to the Executive Support Officer for uploading onto the ACNN website.
- A minimum of two meetings will be open (all member) meetings.
- A simple majority is required at each meeting for a quorum.
- An AGM will preferably be held during the National Conference (face to face), however if not possible, it will be held via Zoom between September and December (last quarter of the year).

## Strategic Planning and Sustainable Committees Policy

The Victoria branch will plan activities that align with the ACNN Strategic Plan 2026-2030 and Sustainable Committees Policy (P13).

## 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

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.