



Western Australian Branch

Terms of Reference 2026

Statement

The Australian College of Neonatal Nurses (ACNN) 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 profession neonatal nursing in WA, and to coordinate local activity in support of the objectives of ACNN. This is to be achieved by:

- Promoting ACNN as the peak professional organisation for neonatal nurses in WA
- Providing representation and advocacy at National ACNN level
- Advocating for provision of evidence based best practice in the clinical care of preterm, sick, and recovering newborns within a family centered care model
- Undertaking educational events throughout the year for the benefit of WA members
- Providing access for WA members to attend educational and professional development opportunities throughout the year through grants and mentorship
- 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, 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 and Responsibilities

- Committee meetings are held in person and via teleconference bi monthly
- Ordinary members are required to attend at least 2 meetings throughout the year
- All meetings to be recorded by minutes, which will be circulated to WA branch members and sent to the Executive Support Officer for uploading on the website.
- A simple majority is required at each meeting for a quorum
- The AGM will preferably be held during the National Conference (face to face), however if not possible, it will be held via teleconference between September and December (last quarter of the year).
- Operating committee members share responsibility for representation on the bi-monthly National Executive Forum.

Strategic Planning and Sustainable Committees Document

The WA branch will plan activities that align with the ACNN Strategic Plan 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 WA are eligible to be members of the WA branch.

Reports To : ACNN National Executive Committee.