



Expression of Interest – Committee Members NSW 2024

NEW SOUTH WALES

The NSW Branch Committee is seeking expressions of interest from its members to join the committee. Committee members are appointed for a period of 12 months. Please refer to the roles and the responsibilities of the committee below. This is an opportunity to gain skills in running a committee and organising education opportunities. Serving on the Branch committee helps improve the connectivity and capability of Neonatal Nurses across NSW and Nationally.

Send the completed form to **Kris York, Secretary:** nswbranch@acnn.org.au by the **14th November, 2023**

Name:

Mobile:

Email:

Interested to apply for: Chair Secretary Treasurer Ordinary Member

Responsibilities as part of the NSW Branch Committee:

1. Attend at least 80% of monthly meetings via zoom (13th Feb, 16th April, 11th June, 20th October, 10th Dec 2024)
2. Represent NSW Branch to the ACNN Executive Extended Meeting at least twice a year via zoom
3. Represent NSW Branch at least once a year in ACNN National Newsletter
4. Participate in organising and running NSW Branch workshops/Seminars
5. Participate in manning NSW Branch table at the ACNN National Conference
6. Participate in fund raising events organised by NSW Branch

Additional responsibilities associated with specific positions:

- **Secretary**
 - Record keeping of meetings: committee and branch
 - Responsible for agenda and minutes of meetings
 - Monitoring of NSW Branch email account and responsible for all correspondence
 - Liaise with trades in relation to sponsorships
- **Treasurer**
 - Liaise with National Treasurer in relation to all payments and claimants
 - Liaise with National Treasurer bi-monthly in relation to branch's financial status
 - Liaise with trades in relation to sponsorship payment

Signature:

Date:

Australian College of Neonatal Nurses Inc.

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