

## 2023 Terms of Reference

### Statement

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

### Purpose

The Leadership SIG aims to provide support, education and mentoring to current and emerging neonatal nurse leaders; focussing on clinical and professional leadership, career progression and the provision of skills necessary to successfully lead and mentor others within the professional environment. The Leadership SIG provides a collaborative and supportive environment for the discussion of leadership issues currently affecting neonatal nurses.

### 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

- Meetings will be held monthly via zoom.
- Three (3) to four (4) meetings will be open/educational (all member) meetings.
- A simple majority is required at each meeting for a quorum.
- A general meeting will be held at the ACNN National Conference or if this is not possible it will be held via zoom between September and December.

### Strategic Planning

The Leadership SIG will plan activities that align with the ACNN Strategic Plan and Sustainable Committees Policy. Activities planned by SIG will be listed within the strategic plan, included on the annual report, and made available on the ACNN website.

### Membership

Current financial members of ACNN are eligible to be members of the Leadership SIG. Nurses or midwives applying for ACNN membership may nominate to be a member of the SIG on the application form. Membership to the SIG becomes active once ACNN membership is approved. Leadership SIG membership is open to all financial members who are passionate for leadership.

### Reports to

ACNN National Executive committee.