

Purpose

Not-for-profit (NFP) associations cannot function without volunteers. Committees at a national, branch or special interest group (SIG) level require intellectual input, time and some financial cost to the volunteers who take on these roles. The Sustainable Committees document is a plan for supporting member participation, building capability into service provision, and ensuring financial and organisational sustainability. It aligns with the ACNN Strategic Plan and recognises the contribution of committee members to ensure ongoing viability.

The amount of financial support provided is reviewed annually and presented in the proposed budget at the annual general meeting each year. The amount of support that individual volunteers receive will depend on which committee they serve on and whether they have met the minimum engagement requirements.

Internal committees and positions

Special interest group operating committee members: a maximum of three members will receive conference registration limited to conference days (inclusive of the welcome reception and SIG meetings) dependent on:

- The activities undertaken for members and outcomes of the SIG are in line with the strategies and initiatives of the current ACNN Strategic Plan, and those that are relevant to the individual SIG are presented in their annual report
- One operating committee member of the SIG participates in each scheduled National Executive Branch and SIG Forum via Zoom (six per year)
- The SIG contributes an item (e.g., advertisement, event, update, or member feature) to each newsletter (four issues per year)
- The annual review documents (see subcommittee quick reference guide 2021-2022) are submitted to the National Executive by the requested date

Branch operating committee members: a maximum of three members* will receive conference registration limited to conference days (inclusive of the welcome reception and SIG meetings), dependent on:

- The activities undertaken for members and outcomes of the branch are in line with the strategies and initiatives of the current ACNN Strategic Plan and are presented in their annual report
- One operating committee member of the branch participates in each scheduled National Executive Branch and SIG Forum via Zoom (six per year)
- The branch contributes an item (e.g., advertisement, event, update, or member feature) to each newsletter (four issues per year)
- The annual review documents (see subcommittee quick reference guide 2021-2022) are submitted to the National Executive by the requested date, along with an annual budget request (if applicable - branches with existing funds will not receive central funding until branch funds have been expended)

**Branches are required to support their operating committee from existing branch funds (how many is a branch decision). For branches with no or minimal funds, support for operating committee members to a maximum of three should be included in the annual budget request.*

National Executive (limited to voting positions): will receive return economy class airfares (at the most economical available fare), conference registration (inclusive of welcome reception and SIG meetings), and

accommodation up to two nights. Number of nights will be dependent on flight availability or distance to travel to arrive for meeting commencement and the scheduling of the National Executive meeting.

This support includes attendance at additional face-to-face meetings of the National Executive and applies to all committee members. This support is dependent on:

- Undertaking and completing nominated tasks in line with the strategies and initiatives of the current ACNN Strategic Plan
- Fulfilling their role as described in the individual position descriptions
- Participation in at least 10 out of 12 National Executive meetings unless an apology due to either unforeseen circumstances or in anticipation of not being in Australia at the meeting time

Conference Committee: will receive conference registration limited to conference days (inclusive of the welcome reception and SIG meetings), dependent on:

- Participation in at least 80 per cent of committee meetings, unless an apology due to either unforeseen circumstances
- Actively participates in undertaking tasks volunteers to do or as requested by the Chair

Executive Support Officer: will receive return economy class airfares (at the most economical available fare), conference registration (inclusive of welcome reception and SIG meetings) and accommodation up to two nights. Number of nights will be dependent on flight availability to arrive for meeting commencement and the scheduling of the National Executive meeting. This includes attendance at additional face-to-face meetings of the National Executive. This support is dependent on:

- Undertaking and completing nominated tasks
- Fulfilling the role as described in the Executive Support Office description
- Participation in at least 10 out of 12 National Executive meetings unless an apology due to either unforeseen circumstances or in anticipation of not being in Australia at the meeting time

External committee representatives

ACNN members representing ACNN on external committees will be provided with travel reimbursement (return economy class airfares at the most economical available fare, airport parking fees, limited to the cheapest on-line rate) and accommodation to participate in meetings, when this support is not provided by the external committee. Each representative and their participation will be assessed individually in respect to the amount of support that is required. This support is dependent on:

- Undertaking and completing nominated tasks
- Fulfilling their role as described in the terms of reference of the external committee
- Providing a written or verbal report to the National Executive within one month of meeting attendance

External international committee representatives

ACNN members who serve on the Council of International Neonatal Nurses (COINN) board and the President of ACNN will have COINN conference registration paid by ACNN (or reimbursed) and an allowance of \$1000 AUD towards attendance of the COINN conference. This may include attendance at the triennial conference or a regional meeting, restricted to one per year. This support is dependent on:

- Undertaking and completing nominated tasks
- Fulfilling their role as described in the terms of reference of the external committee
- Providing a written or verbal report to the National Executive within one month of meeting attendance