



# State or Territory Branches

## Establishment and ongoing operation

GUIDELINE 9

### Purpose

This guideline is about the formation and operation of a branch of the college in any Australian state or territory. The application form is included as an appendix.

ACNN supports branches to organise activities for the benefit of local members, and to provide local knowledge to the Executive as required. The focus of the branch must relate to the philosophy and mission of ACNN. Branches operate under the aegis of ACNN and are an important component of ACNN.

### Section 1. Branch formation

A branch may be formed by a group of at least five financial members of ACNN. The branch will bear the name of its state or territory. Branch activity encompasses establishing and maintaining a membership, meeting at regular intervals, holding an annual meeting for the purpose of planning activity for the coming year and confirming a committee, contributing to the quarterly newsletter, and submitting an annual report for each calendar year.

The roles of the Branch operating committee are specified in Section 2 below. Branches are also expected to conform to the current ACNN Strategic Plan and Sustainable Committees document (Policy 13).

Applications to establish a branch are submitted to the National Executive via the National Secretary at [thesecretary@acnn.org.au](mailto:thesecretary@acnn.org.au)

Applications must include the following elements (see appendix).

- Terms of reference (TOR), including aims, objectives, meeting schedule and proposed activities over the first 12 months
- Proposed operating committee that includes a minimum of five members to fill the roles of chairperson, secretary, treasurer liaison and at least two ordinary committee members
- Current phone, email and signature of each operating committee member

### Approval and provisional period

Upon approval of application, the branch will commence a provisional period of one year to achieve the following requirements.

- An established membership
- Successful undertaking of proposed activities as set in the application
- Holding of an annual meeting in association with the ACNN national annual conference, unless the starting date of the provisional year is too close to the conference date for arrangements to be made
- Submission of a report within one month of the end of the provisional year

At the end of the provisional year, the National Executive will review provisional branch activity against the application terms and approve or not approve the branch for ongoing operation.

The National Executive may elect to extend the provisional period for up to six months, if the branch has not fulfilled its TOR, proposed activities and/or is not meeting its responsibilities as set out in the Sustainable Committees document and Strategic Plan.

## Section 2: Branch operation

Branches may meet as often as they wish to achieve their aims. Meetings may be informal, but decisions must be recorded in meeting minutes so that they may be placed on the website for members to access.

Branches may hold funds for the exclusive use of the branch within the ACNN account, that were migrated from previous entities following ACNN amalgamation in 2012, or raised by the branch through local activities. Use of these retained funds is coordinated through the National Treasurer.

### Operating committee and roles

Operating committee members hold their positions for 12 months and can re-nominate each 12 months.

Operating committee positions become vacant at the branch annual meeting held in the second half of the calendar year. Committee applicants must be current financial members by 30 June each year.

Preferably, branch members should apply for committee membership before the annual meeting. However, nominations may be put forward and accepted at the meeting.

Role	Responsibilities
Chairperson	<ul style="list-style-type: none"> <li>• Convenes and chairs meetings</li> <li>• Works with the Secretary to prepare the meeting agenda</li> <li>• Works with the Secretary and committee to prepare the annual report</li> <li>• Works with the committee to plan activities in line with the ACNN Strategic Plan</li> <li>• Works with the committee to meet the requirements of the Sustainable Committees document</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Is the key communication link between the National Executive, ACNN Secretary, Executive Support Officer (ESO) and the branch committee members</li> <li>• Holds the branch email address and is responsible for receiving and sending branch emails</li> <li>• Works with the Chairperson to draft emails to be sent to branch members</li> <li>• Arranges meetings in consultation with the Chairperson</li> <li>• Records minutes at meetings</li> <li>• Uploads branch documents to the members' area of the website</li> <li>• Has access to the Branch &amp; SIG Dropbox folder and is responsible for sharing the documents in Dropbox with the committee members</li> </ul>
Treasurer Liaison	<ul style="list-style-type: none"> <li>• Liaises with the National Treasurer and/or Assistant Treasurer regarding all financial requirements</li> <li>• Prepares financial summary for branch meetings as agreed by the committee (i.e. for each meeting/for every second meeting)</li> </ul>
Ordinary Committee Members	<ul style="list-style-type: none"> <li>• Integral member of the operating committee, attends at least 80 per cent of all branch meetings</li> <li>• May take on a role as determined by the committee, such as being responsible for liaising with the ESO on keeping the branch website page up to date, or to represent the branch at a National Executive Forum meeting in line with the Sustainable Committees document</li> </ul>

**Annual reviews and confirmation or removal of ongoing status**

Branches are reviewed each calendar year by the National Executive based on each year's activity report, TOR review, projected plans, and compliance with the ACNN Sustainable Committees document and Strategic Plan.

The National Executive reserves the right to disband a branch should the branch be unable to maintain an adequate membership, form a committee, perform to its TOR or achieve its proposed activities, or meet its responsibilities as set out in the Sustainable Committees document and Strategic Plan.

**Financial responsibilities**

Branches with retained funds may use them for branch-related purposes. Branches without adequate funds may submit a proposed budget for the activity to the National Executive for approval. Funding is dependent on the overall funds available for the support of branches.

There is an expectation that activities undertaken by the branch will be cost-neutral: that is, a delegate fee will be charged to cover presenter expenses, venue hire and catering costs. Any profit from activities, sponsorship or unused budget allocation will remain available to the branch for future activities.

The branch must not incur any debt to ACNN.

**Branch committee responsibilities**

The responsibilities of the branch committee are to operate and carry out initiatives in line with the current ACNN Strategic Plan and the Sustainable Committees document, attend bi-monthly forum meetings with the National Executive, contribute to the quarterly newsletter and submit an annual report.

All materials, including but not limited to, newsletters, flyers, or letters of promotion or fundraising, must be formatted on ACNN templates, available from Dropbox or the ESO. All materials must be approved by the National Executive before release or distribution.

**National Executive responsibilities to the branch**

- Financial, administrative and technical support
- Guidance, governance and development support
- Meeting support via electronic means (Zoom) as required