



## AQNML EXECUTIVE COMMITTEE ROLE & RESPONSIBILITY

The information following is provided as a guide to AQNML Full Members considering nominating for an Executive Position.

### **Term**

The term of all appointments is two (2) years.

### **Meetings**

- Attendance for at least 60% of meetings is required to ensure quorums are achieved for action items to progress in a timely manner. Apologies must be given in advance.
- Meetings are held monthly via teleconference. The AQNML Secretariat forwards pre-reading and agenda prior to the meetings and organises the teleconference / video conference. It will be your responsibility to phone in on the day or inform the Secretariat in advance if you are unable to attend. The number and process to phone in will be available on the Agenda.
- Once or twice a year, a Face to Face meeting can be held. You will be informed in advance of these meetings. The organisation of travel and accommodation arrangements for these meetings is conducted by the Secretariat with your input.
- Attendance at the AQNML Annual Conference is expected, at your own cost.

### **Role and responsibilities of Committee Members**

#### **Position Requirements (Duties, Responsibilities and Behaviours)**

*Ideas and involvement are essential to the success of our Association.*

- Ensure the implementation of AQNML policy directives and strategic initiatives
- Communicate effectively and in line with the essence of AQNML
- Act as a role model and to positively promote the nursing profession
- Accurately document relevant information and feedback/communicate back to the AQNML where appropriate
- Feedback to other members in area of representation
- Promote objectives of Association of Queensland Nursing & Midwifery Leaders Inc.
- Promote membership of Association of Queensland Nursing & Midwifery Leaders Inc.
- Participate fully in all Committee work
- To actively contribute to reaching Committee consensus
- To fully and impartially consider public comment of drafts
- To be impartial and broadly represent the interests of senior nursing/midwifery in Queensland
- AQNML representatives at other meetings

On occasions there will be the opportunity to act as a representative of AQNML on other state-wide committees. The nomination and acceptance of this responsibility is conducted at Committee meetings.