

Terms of Reference

The following Terms of Reference will enable the functioning of the AQNML Executive Committee

1. TITLE

The name of the Committee shall be the "Executive Committee", referred herein as "the Committee".

2. PURPOSE

The Executive Committee is to:

To uphold the vision of the AQNML to be the peak organisation for nursing and midwifery leadership in Queensland, through support, development, advocacy and influencing policy for health care excellence.

3. FUNCTIONS:

The functions of the AQNML Executive Committee shall include, but are not limited to, the following:

- Ensuring that AQNML policy directives and strategic initiatives are promoted and implemented
- Providing a positive structure to promote strong leadership development within the nursing profession within QLD
- Communicating effectively with membership
- Accurately documenting relevant information and communicating back to the AQNML membership as appropriate
- Providing feedback to the membership in areas of professional representation
- Promoting the objectives of the AQNML Inc
- Actively promoting membership of AQNML Inc.
- Participating positively in all aspects of Committee work
- To fully and impartially consider public comment of drafts, white papers, documents and provide relevant feedback as required
- To be impartial yet representative of senior nurse leader's interests in Queensland
- Represent the AQNML at both State and National professional forums

4. MEMBERSHIP

The membership of the Committee will comprise:

- The President, Secretary and Treasurer of the Committee is duly appointed as the chairperson duly appointed via nomination from the AQNML membership
- No less than ten (10) members and as determined by nomination from the ranks of the membership
- A quorum of members, defined as half plus one of the appointed members, must be present for the Committee to be constituted and carry out its business;
- Half of the Executive committee will retire each year to ensure continuity, however retiring members shall be eligible upon nomination for re-election
- Full Members will be appointed a nomination process from the AQNML membership to the Executive committee and will serve a term of two (2) years.
- Associate Emerging Nurse/Midwifery Leaders may be invited to attend the meetings at the request of the Chairperson or other committee members to provide advice and assistance where necessary. Such individuals may have right of audience and/or discussion and/or debate, but shall have no voting right
- Members that demonstrate lifelong active service within the AQNML Association, will be granted a life honorary membership by a formal committee vote
- Decisions will be made by vote where all members carry a single vote. In the event that a tie occurs, the Chairperson shall have the casting vote;
- Committee members will cease to be a member if they:
 - a. Resign from the committee;
 - b. Fail to attend 2 consecutive meetings without providing apologies to the chairperson;
 - c. Breach confidentiality

5. VACANT POSITIONS

Any vacant positions will be filled on a casual basis until the term of office has expired.

6. CHAIRPERSON

The Chairperson is elected for a period of 2 years. Their responsibilities include:

- Scheduling meetings and notifying committee members via the secretariat;
- Inviting specialists to attend meetings when required by the committee;
- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite outcome; and
- Review and approve the draft minutes before distribution;

7. MINUTE TAKER SECRETARY

The role of the minute taker/secretary is to:

- Prepare agendas and issuing notices for meetings, and ensuring all necessary documents requiring discussion or comment are attached to the agenda. Distributing the Agenda one week prior to the meeting;
- Taking notes of proceedings and preparing minutes of meeting;
- Distributing the minutes to all committee members one week after the meeting and be made available to all staff;
- The minutes shall be checked by the chairperson and accepted by committee members as a true and accurate record at the commencement of the next meeting.

8. SECRETARY/TREASURER

The role of the secretary/treasurer is to:

- Support transactions as signatory to achieve the business functions of AQNML
- Set up payments of nominated invoices by electronic transfer with an additional committee member to release the payment
- Present financial statements to the AQNML committee monthly
- On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- The income and property of the Association must be used solely in promoting the Association's objects and exercising the Association's powers

9. MEETINGS

Meetings shall be held monthly via teleconference on the last Thursday (or as agreed) of the month for a period of two hour(s).

- The AQNML Secretariat will forward the agenda and any pre-reading prior to meetings and organise the tele-link.
- It is the responsibility of each committee member to phone in on the day or inform the Secretariat in advance if you are unable to attend.
- Face-to-Face meetings will be held once or twice a year. Committee members will be informed of these meetings in advance with the organisation of travel and accommodation for these meetings is being arranged by the Secretariat.
- A special or extraordinary meeting may be called by:
 - a. half the committee members;
 - b. in special circumstances as requested by the Chairperson
- Attendance for at least 60% of meetings is required to ensure quorums are achieved for action items to progress in a timely manner.
- Attendance at the AQNML Annual Conference is preferable.

10. AMENDMENTS

The terms of reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all committee members, by agreement of the majority of employer and employee representatives.