

Terms of Reference: CNSA Education Standing Committee



1. NAME

The Committee shall be known as the CNSA Education Standing Committee of the Cancer Nurses Society of Australia Ltd (CNSA).

2. AIM

The Education Standing Committee leads and manages education expertise across the CNSA and acts in an advisory role to the CNSA Board of Directors by providing expert knowledge, advice and information on matters relevant to cancer nursing education and the recognition of the specialist cancer nurse role.

3. OBJECTIVES and RESPONSIBILITIES

- Manage the CNSA Professional Development Grant Program and processes;
- Develop a National professional development strategy aligned to the Strategic Plan;
- Manage content related to education on the CNSA website and contribute to information shared in social media forums;
- Develop and maintain CNSA internal policy related to education;
- Manage CNSA education resources and tools;
- Represent the CNSA Education Committee on other CNSA Standing Committees;
- Contribute to CNSA activity related to education; and
- Maintain a register of CNSA Professional Development Activity.

The role of the CNSA Education Standing Committee is to monitor and continuously progress the vision, mission and strategic priorities of the CNSA.

Specific functions of each CNSA Committee include:

- Develop a Committee Annual Plan in line with the CNSA Strategic Plan – for approval by the Board of Directors
- Review, monitor and report performance against this Annual Plan to ensure progress towards the agreed goals in the CNSA Strategic Plan
- Identify, assess, monitor and review risks associated with the Committee and develop strategies to reduce and control these risks
- Support the Board of Directors in policy and advocacy activities on behalf of CNSA – including (but not limited to) the review of policy documents, providing feedback as required; assisting with appropriate CNSA representation on external committees.

4. MEMBERSHIP

Recruitment of members:

Expressions of interest in membership of this Committee will be called from all Full Members of CNSA for any vacancies to be filled in the next year.

Nominees will need to complete a nomination form and submit this with their Curriculum Vitae and a one-page statement outlining their interest and fit for membership of this Committee.

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Appointment of members:

The CNSA Board of Directors will appoint the Chair as well as the members of all standing committees and Board sub-committees.

The Chairs of State Groups (SGs), Specialist Practice Networks (SPNs) will be appointed by the Board of Directors. SGs and SPNs can appoint other committee positions themselves.

Essential criteria for committee membership include -

- A minimum of five years' experience in cancer nursing
- Knowledge of / interest in nursing education
- Experience / expertise in cancer nursing education; and
- CNSA membership for the length of term.

Membership numbers and terms:

The Committee will consist of a minimum of 6 and a maximum of 12 members.

Committee members will be appointed for a term of three (3) years, for a maximum of two (2) consecutive terms, unless special permission for an extended term is granted by the Board of Directors. Committee members are only eligible to stand for re-election for the same Committee, after a break of at least three (3) years.

Chair:

The Committee Chair will be appointed by the Board of Directors using a fair and equitable process.

The Chair is responsible for setting Committee meeting dates, times and agendas.

The Chair will monitor Committee member progress on actions arising from Committee meetings as directed within the agreed timeframes.

When the absence of the Chair is known in advance of a meeting, the Chair will nominate an acting Chair from among the members of the Committee. In other situations, the members of the Committee may elect an Acting Chair for the meeting. The Acting Chair is responsible for informing the Chair as to the salient points raised or recommendations agreed to at that meeting.

Casual vacancies:

If the office of a committee member becomes vacant during the member's term of office, the committee may appoint another CNSA member to fill the vacancy.

Working parties:

The Committee may establish working parties as required for a specific identified purpose, such as the completion of special projects. The terms of reference of any such working parties will be subject to endorsement by the Committee.

At the time of commencement of the working party, the expected deliverables and timeframe for disbandment of the working party shall be specified.

5. MEETINGS

Meeting frequency:

The Committee will meet at least 8 times per annum. Meetings will be via tele or video conference and face-to-face once per annum at Annual Congress.

The Chair reserves the right to call special or supplementary meetings to meet the objectives of the committee. The Chair may cancel a meeting if there is insufficient business to warrant holding a meeting.

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Apologies and proxies:

If a member is to be absent then an apology should be given either through the Secretary or the Chairperson. Committee members are not able to nominate proxies for attendance at meetings they are unable to attend.

Quorum:

A quorum shall consist of at least 50% of appointed members and the Chair (or delegate).

Conflicts of interest:

Members should consider any conflict of interest (real or perceived) prior to the commencement of the meeting and either recuse themselves, or declare the conflict prior to any discussion. Significant breaches of this procedure will be raised with the Accountable Officer.

Meeting agendas:

A standing agenda includes:

- Welcome & Apologies
 - Acknowledgement of Traditional Owners (*for all face-to-face meetings*)
 - Conflict of interest declarations
 - Confirmation of previous committee minutes / activity plan
 - Feedback from Board of Directors reporting
- Standing Agenda Items
 - Committee Annual Plan progress
 - Others as relevant
- New Activities
 - New items for the Annual/Work Plan
- Other Business
- Next Meeting

Resolutions:

All decisions are made through consensus or with majority support. If voting is tied, then the Chair has the deciding vote.

Conduct:

Committee members shall act in accordance with the CNSA Code of Conduct at all times.

Record keeping:

Activities of all meetings will be documented using Minutes and Action Log. Records are to be kept and maintained by the Secretariat and endorsed by the Committee. Electronic information should be stored on a CNSA shared-drive where access is restricted to appropriate persons.

6. SECRETARIAT

The Secretary is selected by the Committee from within its membership.

Following approval by the Chair, the Committee Secretary shall:

- Receive and prepare agenda papers

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- Distribute papers to members in sufficient time to allow members to consider them before the meeting
- Generate and distribute minutes of meetings to the Committee according to the agreed timetable
- Communicate with members on matters relating to the conduct of meetings
- Complete any secretariat actions arising from the Committee meeting as directed within the agreed timeframes
- Keep and maintain relevant records on behalf of the Committee.

Where possible, Committees will also receive administrative support from the CNSA national office.

7. ACCOUNTABILITY, COLLABORATION and REPORTING

The Committee reports to the CNSA Board of Directors and is accountable to the Board of Directors via the Chairperson (accountable officer).

The Committee is required to escalate risks, issues or concerns to the Board of Directors.

The Committee will provide an Annual Report to the Board of Directors in relation to:

- Function and responsibilities
- Achievement against key performance indicators (KPIs)
- Key activities
- Risk management strategies
- Recommendations from relevant external reviews/processes

The Committee will also liaise and/or work collaboratively with other CNSA committees, working groups and the Board of Directors to embed a culture conducive to achieving the vision, mission and strategic priorities of the CNSA.

8. CONFIDENTIALITY

All members and invited persons will ensure the use of any information relating to members, staff members and administrative actions, that is not in the public domain, will only be used for authorised CNSA related purposes. Any unauthorised access or disclosure is prohibited and is considered a breach of confidentiality and serious misconduct, and will be dealt with accordingly.

9. ADOPTION AND AMENDMENT OF TERMS OF REFERENCE

These terms of reference (ToR) were endorsed by the Board of Directors on 19 June, 2019.

The Committee will evaluate its ToR, performance and need for continuation on a biennial basis. Amendments to these ToR must be endorsed by the CNSA Board of Directors.

Document control:

| Version | Date | Amendments | Approved by |
|---------|------------|--|--------------------|
| 1.0 | 19/06/2019 | Endorsed subject to review in six-eight months | Board of Directors |
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