

Terms of Reference: State Group



1. NAME

The Committee shall be known as a State Group (SG) of the Cancer Nurses Society of Australia Ltd (CNSA).

2. AIM

The SG's aim to provide professional networking and education opportunities close to where CNSA members live; fostering collaboration and excellence to enable best outcomes and experience for all people affected by cancer. The role of the SG is to monitor and continuously progress the vision, mission and strategic priorities of the CNSA.

3. OBJECTIVES and RESPONSIBILITIES

The specific objectives and responsibilities of the SG are to:

- Take a leadership role in addressing the educational needs of cancer nurses
- Review and disseminate resources which contribute to advances in cancer nursing practice
- Provide opportunities for professional networking and collaboration amongst cancer nurses
- Promote cancer nurses' contribution to national cancer control activities and policy; and
- Grow and sustain the CNSA membership.

Specific functions of each CNSA Committee include:

- Develop a Committee Annual Work Plan in line with the CNSA Strategic Plan – for approval by the Board of Directors
- Review, monitor and report performance against this Annual Work 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; and
- 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 suitability for membership of this Committee.

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) shall be called for from within the committee and then appointed by the CNSA Board of Directors.

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Membership numbers and terms:

The Committee will consist of a minimum of four (4) and a maximum of ten (10) members. In the event the SG Committee has less than 4 members the Committee may be acknowledged by the Board of Directors to operate with less than the minimum number of 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 two (2) years.

Membership numbers and terms can be changed in consultation with the CNSA Board of Directors and Chief Executive Officer (CEO).

Chair:

The Chair shall be appointed from within the committee membership and endorsed 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.

Deputy Chair:

The Deputy Chair shall be appointed from within the committee membership.

The Deputy Chair is responsible for:

- Acting in the role of Chair when the Chair is unavailable; and
- Informing the Chair as to the salient points raised or recommendations agreed to at a meeting where they assume the role of Chair.

The Deputy Chair can be put forward for endorsement as Chair by the committee to the CNSA Board of Directors for succession planning opportunities.

Treasurer:

The Treasurer shall be appointed from within the committee membership. The role of the Treasurer is to oversee financial and risk management of the SG. The Treasurer will maintain oversight of the SG budget and financial reports, together with the Committee.

This will include the following through collaboration with the CEO and CNSA administration staff:

- Monitor and review issues that may impede the goals, objectives and performance of the organisation/committee and in particular those issues that are financial in nature
- Maintain internal control systems in order to provide accurate, relevant, timely and reliable financial and operational information
- Oversee any expense payments or invoices raised. Making sure that they are appropriately approved and sent through to the national office for processing on a timely basis
- Follow up any outstanding debtors or invoices owing on behalf of the committee
- Review the quarterly financial reports provided to the committee by the CNSA national office finance office including presenting those reports to the committee and following up any questions or issues; and

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- Monitor operations and maintenance of records to ensure compliance with company policies and regulatory requirements.

Secretariat:

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

Following approval by the Chair, the Committee Secretary shall through collaboration with the CEO and CNSA administration staff:

- Distribute papers to members in sufficient time to allow members to consider them before the meeting
- 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; and

Education Officer/s:

The Education Officer/s are selected by the Committee from within its membership.

Following approved by the Chair the Education Officer s shall:

- Coordinate with the committee dates for the year for Education sessions (face to face or virtual)
- Book venues for face-to-face meetings
- Invite and liaise with guest speakers (obtaining brief bios and presentations per the session)
- Maintain attendance record at the event; and
- Inform National Office of nonattendance at session so as to generate invoice to member.

Where possible, Committees will also receive administrative support from the CNSA national office and/or external contractors as deemed appropriate.

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 SG Committee will meet at least three (3) times per year via teleconference (or similar) and face-to-face once per year at CNSA's Annual Congress.

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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.

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.

Members missing consecutive meetings should be privately addressed by the Chair to determine if they have the capacity to commit to the ongoing requirements of the Committee. In addition, Committee Members must attend a minimum of 75% of scheduled Committee meetings and general meetings to remain on the Committee.

If Committee Member non-attendance remains an issue, despite address by the Chair, or the Committee Member has not been in attendance for 75% of scheduled meetings, the Chair will escalate the issue to the CEO to address.

With exception of a committee member who has advised maternity leave. There are no expectations to attend or advise absent during their leave period, which is to be communicated with the Secretariat or the Chairperson, prior to commencement (where and if possible).

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 Work 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.

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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. 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; and
- 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.

7. 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.

8. ADOPTION AND AMENDMENT OF TERMS OF REFERENCE

These terms of reference (ToR) were originally endorsed by the Board of Directors in November 2019. The updated version has been endorsed by the State Group Chairs in September 2021.

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.