

National Education Committee (NEC)

Terms of Reference:

1.0 Role of the National Education Committee

- 1.1 The purpose of the CENA NEC is to provide a national representative based forum for the planning, review, implementation and management of Emergency nursing education to CENA members.
- 1.2 The NEC will be responsible for ensuring all decisions made will support the continued provision of education from a centralised base to CENA members

2.0 Core Duties of National Education Committee

- 2.1 Members to attend NEC meetings and provide feedback and updates of action items.
- 2.2 Provide ongoing structure and support for future development of a National Emergency Nursing education plan.
- 2.3 Ensure that all plans made will be complementary and consistent with the philosophy, standards and expectations of the CENA National Board and its directors.
- 2.4 Provide professional, relevant and accessible education to Emergency nurses across Australasia.

3.0 Membership

- 3.1 Will reflect the training and ongoing development needs of CENA members nationally.
- 3.2 Membership to the group will require a brief expression of interest (EOI) outlining interest in the provision of Emergency Nursing Education
- 3.3 Members will be required to adhere to the Terms of Reference and be willing to participate in all aspects of the group. This will enable the National Education Committee to achieve desired outcomes / core duties.
- 3.4 The NEC may consult with existing bodies. Although feedback may be sought from these existing bodies, final approval will rest with the CENA National Board.
- 3.5 Members are required to review the agenda, minutes and associated documentation and follow through on action items prior to each meeting.
- 3.6 Members include:
 - Chair, National Education Committee
 - Secretary, National Education Committee
 - Any person who fulfils the requirements of the EOI and is a CENA state branch member.

4.0 Chairperson and Secretariat

- 4.1 The chairperson is to be a CENA national board member
- 4.2 The secretariat will be responsible for minute production and circulation.
- 4.3 The Chairperson (in conjunction with the secretariat) will be responsible for setting NEC meeting times and locations, development of the agendas, co-ordination of agenda papers, taking and distributing the minutes and following up on actions arising.
- 4.4 The Chairperson will coordinate the storage of records of past meetings facilitating their upload to the CENA webpage under the education tab.

5.0 Role of the National Education Committee Member

5.1 Committee members will cease to be a member of the committee if they:

- resign from the committee
- fail to attend 2 consecutive meetings without providing apologies to the chairperson
- are no longer a financial member of the College
- breach Committee or College confidentiality

If this occurs, the NEC chairperson will inform the relevant CENA state president so a suitable replacement can be organised.

5.2 Committee members will coordinate state based education events.

5.3 Committee members will contribute to 'national' education events that are organised by NEC.

5.4 A minimum of two events per state per year is expected.

5.0 Quorum

5.1 To achieve quorum, the NEC Chairperson, and half the number of representative members from CENA state committee, plus one need to be in attendance.

5.2 In the event that the Chairperson is unable to attend, a delegate from within the group can be appointed to assume the role.

5.3 Members are to seek permission from the Chairperson prior to inviting an outside speaker or observer.

5.4 Actionable and accountable decisions need to be made after members have discussed and considered the action to their satisfaction. The core members plus one shall be sufficient to approve a decision.

5.5 If a quorum cannot be achieved, business may be able to be continued via email out of session

5.6 Some decisions may be made out-of-session.

5.7 If a decision cannot be reached, the Chairperson will refer to the National Board for final discussion and decision.

6.0 Frequency of meetings

6.1 Meetings will be held 6 weekly at a time agreed by the committee, via teleconference or online.

6.2 Meetings shall be scheduled for two hour duration.

6.3 A face to face meeting will be held prior to the ICEN conference each year

7.0 Agenda and Minutes

7.1 Agenda items will be sought two weeks prior to the meeting.

7.2 Agenda will be distributed one week prior to the meeting via email.

7.3 The minutes shall record general discussion of the NEC members, agreed outcomes, decisions made and specific actions.

7.4 Minutes will be distributed to the NEC via email within two weeks of the meeting.

7.5 Minutes shall be posted on the CENA webpage, under the Education tab.

Review of Terms of Reference

- The Terms of Reference will be reviewed on an annual basis.
- The National Education Committee Terms of Reference have been reviewed and accepted by:

Approved by the Executive Committee 10th May 2015