



## Membership & Representation Committee

### Terms of Reference

#### Purpose / Objectives

The Membership & Representation Committee has been established to achieve the following components of the CENA strategic plan:

#### **Strategic Area: Leadership, support and representation:**

##### **a) Within CENA**

To provide an emergency nursing perspective in the discourse on healthcare issues through leadership, support and representation for emergency nurses

#### *Desirable Outcomes:*

- Continue to develop relationships and activities with the College membership
- Strengthen engagement with membership to inform strategic direction of CENA

#### *Specific activity based from the strategic plan for this Committee to achieve:*

- Define relationships between Fellows and the College
- Promote applications for Fellowship of the College
- Promote and articulate benefits for members
- Engage membership for input into strategic direction through Annual General Meeting, targeting input from Fellows and other avenues

##### **b) Through collaboration with agencies external to CENA**

To provide an emergency nursing perspective in the discourse on healthcare issues through leadership, support and representation for emergency nurses.

#### *Desirable Outcomes:*

- Continue to build relationships with international emergency nursing organisations and emergency healthcare organisations
- Represent emergency nurses on healthcare forums and strategic legislative bodies

#### *Specific activity based from the strategic plan for this Committee to achieve:*

- Expand and collaborate with relevant professional bodies, e.g., Australian College for Emergency Medicine (ACEM), Paramedics Australasia (PA).
- Conjoint conferences with relevant professional bodies
- Represent CENA at a national and state/territory level
- Refine a list of key stakeholders and communicate with them regularly

**Meeting Frequency**

Minimum quarterly meetings.

**Life of the Committee**

2 years.

**Membership**

Minimum of 6 members made up of:

- CENA Board member (Chair);
- A minimum of one CENA Fellow;
- CENA Members;
- Non-member subject matter experts where required.

**Quorum**

Minimum of 50% of the Committee membership plus one additional Committee member including the Chair or their proxy.

**Decision-making**

The Committee is to form recommendations for the CENA Board.

**Reporting**

The Committee Chair will select a secretary from the Committee membership to record the activities and outcomes of the group. The Committee Chair will report these outcomes to the CENA Board on a quarterly basis.

**Financial Delegation**

Nil.

**Alteration of Terms of Reference**

Committee Chair to form a recommendation for changes to the terms of reference for Board endorsement.

**As agreed:**

CENA Board March 2016