



TERMS OF REFERENCE

1. PURPOSE

New Zealand Nurse Practitioners (NPNZ) provides a forum for New Zealand Nurse Practitioners to contribute to individual, local and national nurse practitioner practice development in New Zealand by providing:

- 1.a. A professional formal network for New Zealand Registered Nurse Practitioners
- 1.b. A forum for consultation, debate and strategic direction on issues pertaining to Nurse Practitioner practice in New Zealand
- 1.c. A national voice on nurse practitioner issues
- 1.d. Strong links with key stakeholders. These include NPAC-NZ, CNA (NZ) executive, NZNO, Nursing Council of New Zealand, DHBNZ and Chief Nurse
- 1.e. A link with Nurse Practitioner international forums

2. MEMBERSHIP/REPRESENTATION

- 2.a. Is open to New Zealand registered Nurse Practitioners
- 2.b. Is a division of the College of Nurses Aotearoa (CNA [NZ]).
- 2.c. (NPNZ membership fee currently under discussion)**

3. OFFICERS AND THEIR RESPONSIBILITIES

3.1. Officer positions will be rotated at staggered intervals to ensure continuity.

Chairperson:

- 3.1a. Term of office two years, and one year as immediate past Chairperson
- 3.1b. Chairs all NPNZ meetings, or if absent will nominate another member as acting chairperson for that meeting
- 3.1c. Regularly communicates with NPNZ members
- 3.1d. Co-ordinates and /or delegates to the submissions subgroup, NPNZ submissions on all matters pertaining to nurse practitioner practice.
- 3.1e. Liaises with media or other professional organisations to promote Nurse Practitioner practice as required.
- 3.1f. Approves, and signs if required, all NPNZ cheques/expenditure.

Secretary:

- 3.2a. Term of office three years
- 3.2b. Prepares and distributes agenda prior to meeting
- 3.2c. Receives apologies for meeting
- 3.2d. Records and electronically circulates minutes to members within four weeks of meeting
- 3.2f. Records and keeps copies of relevant documents, letters etc
- 3.2g. Maintains membership database containing correct contact details of all NPNZ members
- 3.2h. Ensures new NP's receive requested information on NPNZ and meeting dates
- 3.2i. Ensures NPNZ information in NPAC-NZ pack for new NPs is up to date

Treasurer:

- 3.3a Term of office two years
- 3.3b Receives and keeps accurate records of NPNZ income and expenditure provided by CNA (NZ)
- 3.3c Provides a financial report at NPNZ meetings
- 3.3d Ensures all cheques/expenditure is approved by NPNZ and signed by the treasurer or the chairperson

4. Submissions coordinator/subgroup

- 4.1. Co-ordinator is elected annually
- 4.2. Subgroup is elected annually
- 4.3. Co-ordinator is responsible for seeking information from NPNZ members
- 4.4. The subgroup makes submissions on all issues pertaining to Nurse Practitioner practice
- 4.5. NPNZ communicates at the earliest opportunity with CNA their intent of responding/not responding to submissions
- 4.6. CNA office provides support for formatting submissions.
- 4.7. NPNZ may choose to provide the CNA(NZ) with contributions to a submission which will be combined with others contributions and submitted by CNA (NZ).
- 4.8. Joint submissions by NPNZ and CNA(NZ) are clearly marked to indicate both CNA(NZ) and NPNZ have made the submission.
- 4.9. Involvement of a policy analyst to assist with collation and writing is discussed with CNA(NZ)

5. Website coordinator:

- 5.1. Nominated on 2 yearly basis
- 5.2. Liaise with CNZ(NZ) administrator/website manager regarding website changes and updates.

6. Conference/Event Facilitator:

- 6.1. Term of office 2 years for facilitation of NPNZ conference
- 6.2. Works with committee members to organised NPNZ conference every 2nd year
- 6.3. Co-ordinates other events as opportunities arise

7. Nurse Practitioner Advisory Committee of New Zealand (NPAC-NZ)

- 7.1. An NPNZ member represents CNA on NPAC-NZ
- 7.2. Is elected 4 yearly
- 7.3. The NPNZ representative must be a full member of CNA (NZ) and nomination fully supported by NPNZ
- 7.4. Assists NPAC-NZ to achieve their purpose and objectives as outlined in the NPAC-NZ Terms of Reference (July 09).

8. MEETING STRUCTURE

- 8.1. Meetings are in April and October each year
- 8.2. The Secretary will circulate the previous meeting minutes via email prior to the next meeting
- 8.3. A quorum consists of 25% of membership
- 8.4. The Chairperson or 25% of membership may call an additional meeting

9. REVIEW/AMENDMENTS

- 9.1. Terms of Reference will be reviewed annually or amended with the agreement with a majority of members
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