



Nurse Practitioners New Zealand

TERMS OF REFERENCE

1. Definition

NPNZ is a division of the College of Nurses Aotearoa (NZ) Inc (CNA(NZ)) and is governed by the CNA(NZ) constitution and as a division of CNA(NZ) is independent in strategic direction and voice.

2. Purpose

- a) A professional formal network for New Zealand Registered Nurse Practitioners.
- b) A forum for consultation, debate and strategic direction on issues pertaining to Nurse Practitioner practice in New Zealand.
- c) A national voice on Nurse Practitioner issues.
- d) Strong links with key sector stakeholders.
- e) A link with Nurse Practitioner international forums.

2. Membership/Representation

- a) Full membership is open to New Zealand registered Nurse Practitioners.
- b) NPNZ Office bearers are full members of CNA(NZ), therefore governed by the CNA(NZ) constitution. Their fee can be subsidised by NPNZ if necessary.
- c) College of Nurses member Nurse Practitioners have NPNZ membership for no extra charge. Non College of Nurses member Nurse Practitioners are required to pay an annual NPNZ membership only fee.
- c) NPNZ only members are not entitled to the CNA indemnity insurance.
- d) Associate membership will be open to NP interns and those on the NP pathway and will entitle them to access the NPNZ discussion forum and the Peer supervision and mentorship via the regional hubs

3. Officers and Their Responsibilities

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

All NPNZ officers shall be full members of College of Nurses Aotearoa (NZ) Inc.

Chairperson:

- a) Term of office of one year as Chair elect, two years as Chair and one year as immediate past Chairperson.
- b) Chairs all NPNZ meetings or if absent will nominate another member as acting chairperson for that meeting.
- c) Regularly communicates with NPNZ membership.
- d) Co-ordinates and/or delegates to the submission subgroup, NPNZ submissions on all matters pertaining to Nurse Practitioner practice.
- e) Oversees liaison with media or other professional organisations to promote Nurse Practitioner practice as required.
- f) Approves NPNZ expenditure as agreed by NPNZ executive committee.



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Secretary:

- a) Term of office, three years, with a 6 month overlap with the incoming secretary.
- b) Prepares and distributes agenda prior to meeting.
- c) Receives apologies for meeting.
- d) Records and electronically circulates minutes to members within four weeks of meeting.
- e) Records and keeps copies of relevant documents, letters, etc. mainly as a digital archive and this archive is to be handed over to the incoming secretary at cessation of term.
- f) Maintains membership database containing correct contact details of all NPNZ members (as supplied by CNA(NZ)). As well as maintaining the e-mail contact list and providing copy of same to chairperson.
- g) Ensures new Nurse Practitioners receive requested information on NPNZ and meeting dates.
- h) Ensures NPNZ information for new Nurse Practitioners is up to date.
- i) Co-ordinates with College of Nurses over submissions, as per submissions policy

Treasurer:

- a) Term of office, three years
- b) Receives and keeps accurate records of NPNZ income and expenditure provided by CNA(NZ)
- c) Provides a financial report at NPNZ meetings, supplied by CNA(NZ).
- d) Ensures NPNZ expenditure is approved by the Chairperson.

Non-elected Committee members:

Website Co-Ordinator /Social media and communications

- a) Term of office, two years, with option to continue as desired. Six month overlap with incoming member
- b) Liaises with CNA(NZ) Administrator regarding website changes and updates.
- c) Develops the NPNZ social media policy and liaises with Chair as appropriate.
- d) Delegates as appropriate

Conference/Event Facilitator

- a) Term of office 2 years, with option to continue as desired
- b) Works with committee members to organise NPNZ conference every second year.
- c) Co-ordinates other events as opportunities arise.



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4. Meeting Structure

- a) Meetings are in April and October each year.
- b) The secretary will circulate the previous meeting minutes via e-mail prior to the next meeting
- c) A quorum consists of 10% membership.
- d) The Chairperson or 10% of membership may call an additional meeting.

5. Review/Amendments

- a) Terms of Reference will be reviewed three yearly.
- b) Terms of Reference are to be tabled with (but not approved by) College of Nurses Aotearoa (NZ) Board.

6. Communication processes with College of Nurses Aotearoa (NZ) (CoNA)

- a). NPNZ Chair to meet with the NA (NZ)board yearly to discuss NPNZ strategic plan for the coming year and provide NPNZ annual report.
- b). Any changes requested by CNA(NZ)CEO/Board to the TOR or NPNZ strategic direction require 90 days' notice to allow for consultation with and approval by the full NPNZ membership