



## *Nurse Practitioners New Zealand*

### TERMS OF REFERENCE

#### **1. Definition**

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

#### **2. Purpose**

- a) A professional organisation that provides New Zealand Registered Nurse Practitioners (NPs) a collective voice to advance NP practice.
- b) A forum for consultation, debate, advocacy and strategic direction on issues pertaining to NP practice in New Zealand.
- c) Provide a national voice for issues pertaining to NP practice.
- d) Maintain strong links with key sector stakeholders, advocating for the standards of NP professional practice.
- e) Maintain links with NP international forums.
- f) Leading and facilitating NP continuing education.
- g) Supporting NP trainees in attaining NP competence.
- h) Identify emerging policy issues and develop policy and advocacy responses to strategic developments.

#### **3. Membership/Representation**

- a) Full membership is open to New Zealand registered NPs.
- b) NPNZ executive office bearers are full members of CNA(NZ), therefore governed by the CNA(NZ) constitution.
  - i) Their fee can be subsidised by NPNZ if necessary.
- c) NP members of the College of Nurses have NPNZ membership for no extra charge.
  - i) NP's who are not members of the College of Nurses are required to pay an annual NPNZ membership only fee.
  - ii) NPNZ only members are not entitled to the CNA indemnity insurance.
- d) Associate membership will be open to NP interns, those on the NP training pathway, internationally registered NPs and NZ NP Alumni.
  - i) Associate members are non-voting members.

#### **4. Executive Committee Officers and Their Responsibilities**

- a) All NPNZ executive officers shall be full members of the College of Nurses Aotearoa (NZ) Inc.
- b) The terms of office for officer positions are rotated at staggered intervals to ensure continuity.
- c) Elected officer roles include Chairperson, Chair-elect, Secretary, and Treasurer. Other executive members are appointed as needed to maintain optimal executive committee function
- d) The number of executive committee officers includes the elected roles (five) and up to seven (8) non-elected positions.

- e) Non-elected NPNZ executive membership is by application and confirmation by the executive committee
  - i) When there are open positions, a call to the membership for applications will be issued.
  - ii) Efforts will be made to ensure the executive membership is reflective of the NPNZ membership
  - iii) Should the number of applicants outnumber the vacancies available, the current committee will vote on and have the final decision on who is appointed.
  - iv) All executive officers will:
    - (1) attend 80% of the Executive meetings and 50% of Hui's.
    - (2) Commit to responding promptly regarding executive committee work.
- f) Composition of the Executive committee elected positions:
  - i) Chairperson
  - i) Chairperson Elect
  - ii) Past Chairperson
  - iii) Secretary
  - iv) Treasurer
- g) Non-elected executive roles:
  - i) Website/Social Media Coordinator
  - ii) Conference Coordinator/Convener
  - iii) ACC portfolio
  - iv) Education provider
  - v) Submissions coordinator
  - vi) Continuing Education Developer
  - vii) Special interest group Coordinator
- h) Non-elected positions will also involve work on any special projects as delegated by the Chair. They may include supporting other portfolio holders in the development of crucial executive committee work. From time to time, additional executive members may be co-opted onto the committee to assist with specific projects as delegated by the Chair.

**Chairperson:**

- a) Term of office is one year as Chair-elect, two years as Chair and one year as immediate past Chairperson. If required, the term may be extended to a maximum of up to a six-year term.
- b) To Chair all NPNZ meetings or if absent will nominate another member of the Executive (Chair-elect) to acting Chairperson for that meeting.
- c) Responsible for communication nationally and internationally on behalf of NPNZ.
- d) Ensures regular communication with the NPNZ membership regarding issues and outcomes of items of interest to NPNZ.
- e) Provides liaison with media or other professional organisations to promote NP practice as required.
- f) Seeks mentoring/ support from Past Chair as required.
- g) Serves as the NPNZ representative in appointed board positions.
- h) Approves NPNZ expenditure as agreed by NPNZ executive committee.
- i) From 2021 is paid an honorarium of \$500.00/pa and has their CNA(NZ) membership paid.

**Chair-Elect:**

- a) Elected from the Executive, having served on the Executive for at least one year (unless in exceptional circumstances as determined by the executive committee)
- b) Serves one year as Chair-elect before taking up the Chair role
- c) Elected in odd-numbered years (e.g. 2021)
- d) Chairs meetings as delegated by the Chairperson
- e) Deputises for the Chair as required

**Past Chairperson:**

- a) Support and mentor the current Chair
- b) Deputises for the Chair as required

**Secretary:**

- a) Term of office is three years, with the option to continue as desired—a six-month overlap with the incoming secretary.
- b) Elected in odd-numbered years (e.g. 2019)
- c) Prepares and distributes agenda before executive meetings.
- d) Prepares and distributes the agenda for annual general meetings.
- e) Receives any apologies for meetings.
- f) Records and electronically circulates minutes to members within two weeks of the meeting.
- g) Records and keeps copies of relevant documents, letters, etc. mainly as a digital archive. The archive is to be handed over to the incoming secretary at the cessation of the term of office.
- h) Maintains membership database ensuring correct contact details of all NPNZ members (as supplied by CNA(NZ)). As well as:
  - i) Maintaining the e-mail contact list and providing a copy of same to Chairperson.
  - ii) Ensures new NPs receive requested information on NPNZ and meeting dates.
  - iii) Ensures NPNZ information for new NPS is up to date.
- i) From 2021 is paid an honorarium of \$500.00/pa and has their membership paid

**Treasurer:**

- a) Term of office, three years with the option to continue as desired. With six month overlap with the incoming treasurer
- b) Elected in even-numbered years (e.g. 2020)
- c) Receives and keeps accurate records of NPNZ income and expenditure provided by CNA(NZ)
- d) Provides the financial report at NPNZ meetings, supplied by CNA(NZ).
- e) Ensures all NPNZ expenditure is approved by the Chairperson.
- f) Leads fundraising strategies

**Website Coordinator/Social media and communications**

- a) Term of office, two years, with the option to continue as desired.
- b) Appointed in even-numbered years (2020)
- c) Liaises with CNA(NZ) Administrator regarding website changes and updates.
- d) Develops the NPNZ social media policy and liaises with Chair as appropriate.
- e) Develops the PR strategy for approval by the Executive. (seeking assistance from other executive officers)
- f) Delegates as appropriate
- g) There may be two executive members who collaborate to fulfil this role.

**Conference/Event Facilitator**

- a) Tenders sent regionally to host the Bi-annual NP conference. One member of the host group will serve on the NPNZ executive.
- b) Term of office two years, with the option to continue as desired.
- c) Works with executive committee members to organise NPNZ conference every second year.

**ACC portfolio:**

- a) Represents NPNZ for matters related to ACC
- b) Communicates all matters raised with the NPNZ executive
- c) Maintains record of official meetings and correspondence

**Education provider**

- a) Maintains communication with the Executive and education providers on education standards and developments

**Submissions coordinator**

- a) Leads development of Submissions and Co-ordinates with Members regarding issues whether the NPNZ membership may wish to be involved in a submission
- b) Co-ordinates with CNA for submissions, as per submissions policy

**Special interest group Coordinator**

- a) Leads/supports special interest and regional groups
- b) Is a resource for any NPNZ members wanting to develop a special interest or regional group
- c) Maintain a database of special interest and regional groups and their contact details
- d) Passes on the details of any interested members to the relevant special interest/regional group

**Continuing Education Developer**

- a) Leads the development of a Continuing education plan for NPNZ members
- b) Reviews current international NP CPD/ continuing education available

**5. General membership Hui/ Meeting Structure**

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

**6. Review/Amendments**

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

**7. Communication processes with CNA(NZ)**

- a) NPNZ Chair to meet with the CNA(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.