

# Committee Benefits & What's Involved

## National Enrolled Nurse Association of Australia (ANMF SIG)

There are a number of benefits when being involved as a NENA Executive Committee member.

Effective Executive Committee participation brings together member viewpoints which might not otherwise be heard. As a Committee member, you can help the Committee create value for NENA members and achieve the association's strategic goals and directions in a tangible and measurable way.

Being an Committee member is an excellent personal development activity. Yes, there is a time outlay but there is also a potential to learn.

### **BENEFITS OF BEING A NENA EXECUTIVE COMMITTEE MEMBER:**

- Exchange information and ideas with your peers;
- Develop professional relationships and strengthen your ties in the nursing and midwifery professions;
- Build your knowledge of the professions through contributing to the work of the Executive Committee;
- Gain expertise in new areas or gather new ideas for your current area;
- Contribute to public awareness of the value of the enrolled nurse;
- Plan and attend social, educational and networking events; and
- The time you spend on Executive Committee matters counts toward your Continuing Professional Development (CPD) requirements for ongoing registration as it is deemed by the Nursing and Midwifery Board of Australia CPD standard as a service to the profession (it can be documented as participating in a professional discussion group; developing skills in communications, improving own performance, problem solving and working with others; active membership of a professional group or committee; developing policy, protocols or guidelines; presenting at or attending conferences, lectures, seminars or professional meetings).

The NENA Executive Committee will consist of members with diverse skills and talents, producing a result superior to what any one individual would be capable. We focus on problem solving and innovation where creativity is required. Being part of the NENA Executive Committee creates an investment in the outcome and provides you with a sense of ownership. Members of the Committee reap the benefit of seeing what they have created.

Being part of the NENA Executive Committee will provide you with opportunities to develop knowledge and skills in areas which you may not normally be exposed to. Thus, serving on the NENA Executive Committee could be helpful in advancing your career as well as giving you a chance to have a significant impact on NENA.

The NENA Executive Committee will meet four times a year:

- Non-Biennial Year - Four meetings via teleconference
- Biennial Year - Three meetings via teleconference, one being face-to-face prior to the Biennial Conference.

It is important NENA Executive Committee members know they are not paid for their time and minimal travel costs are at their own expense. All members of the Executive Committee are volunteers and have the responsibility to work cohesively to ensure the smooth day to day running of NENA as well as input to the continued development of NENA. However in carrying out their duties we must be mindful that those responsibilities should, at no time, become a burden on any one person or their family.

# Executive Position Descriptions

## National Enrolled Nurse Association of Australia (ANMF SIG)

Descriptions below give a brief overview and insight into what the responsibilities of each Executive position entails.

### PRESIDENT

- Chair all meetings;
- Represent NENA as the principal officer;
- Call for meetings; and
- Present or nominate a Committee member to present an annual report on the activities of NENA, provide a copy of the annual report to the ANMF Federal Secretary and ensure the annual report is published on the NENA website by 30 September each year.

### VICE PRESIDENT

- Performs the duties of the President when the President is unavailable.

### SECRETARY

- Record the minutes of meetings and provide a copy to the ANMF Federal Secretary;
- Provide adequate notification of meetings to members after consultation with the President;
- Give 28 days notice to members of the time, date and location of the Biennial General Meeting, the business of the meeting and any resolution of which required notice has been given;
- Place applications for membership before the Committee for consideration; and
- Perform such other duties as are required by the constitution.

### ASSISTANT SECRETARY

- At the request of the Secretary assist the Secretary in the performance of his or her responsibilities.

### FUND RAISING OFFICER

- Subject to the direction of the Committee and Federal Secretary of the ANMF, develop a fundraising plan and in consultation with the Ex Officio members, oversee fundraising activities.

### PUBLIC RELATIONS OFFICER

- Subject to the direction of the Committee and the ANMF Federal Secretary, be responsible for the development and coordination of activities and projects directed to raising the public profile of enrolled nurses and increasing public and health industry awareness of the value of the enrolled nurse.

### THREE ORDINARY MEMBERS

- Ordinary members assist the Committee with the general business of NENA in relation to matters of policy.

### THREE EX-OFFICIO MEMBERS

- 1 Ex-Officio member to be present at all meetings of NENA for the purposes of:
  - Giving a membership report;
  - Providing an overview of financial matters; and
  - Approving fundraising and public relations activities in consultation with the Committee.
- Ex-Officio members include the ANMF Federal President, the ANMF Federal Secretary and the ANMF Assistant Federal Secretary.

# Executive Nomination Form

## National Enrolled Nurse Association of Australia (ANMF SIG)

### Nomination Form - NENA Executive Committee 2015-2017

Nominations are invited for all positions on the NENA Executive Committee. All positions are currently vacant and are for a period of two years expiring at the 2017 Biennial General Meeting. If nominations exceed vacancies, an election will be conducted. Please note nominations and voting is open to those who are both financial NENA members & ANMF Members.



### CANDIDATE FOR EXECUTIVE POSITION

Full name: ..... Member number: .....

Executive position: .....

Post address: .....

Suburb: ..... State: ..... P/C: .....

Phone: ..... Email: .....

Signature: ..... Date: .....

### THE ABOVE NOMINATION IS SUPPORTED BY:

Full name of nominator: ..... Member number: .....

Signature: ..... Date: .....

Full name of seconder: ..... Member number: .....

Signature: ..... Date: .....

Nominations are open and must be received by the Returning Officer by 29 January 2016. Nominations are to be forwarded to the National Enrolled Nurse Association of Australia (ANMF SIG). You can do this via post to The Returning Officer, PO Box 4239, Kingston ACT 2604, fax: 02 6232 6610 or email: [info@nena.org.au](mailto:info@nena.org.au). Voting will open once nominations are finalised following the NENA Conference.