



TERMS OF REFERENCE ACN History Webinar Program Committee

Purpose

The Australian College of Nursing (ACN) History Webinar Program Committee has been formed to lead the development and facilitation of a webinar series focusing on the promotion of nursing and health history and policy. The webinar series will act as a platform for members to facilitate connections with those who have an interest in nursing history and historical research, providing a forum for sharing news, research findings and scholarship information.

Responsibility of Members

The Committee has three key responsibilities:

1. Develop program of content;
2. Facilitate the delivery of this content via a series of four webinars to the ACN membership and broader nursing community;
3. Identify and connect with relevant subject matter experts.

Meeting attendance and working contributions at the Committee will be monitored by ACN.

Term

The ACN History Webinar Program Committee will exist until 30 November 2021.

Membership

Open to all Fellows and Members by expression of interest, the Committee will comprise of three ACN members, including the Chair.

Chair

The meeting will be chaired by the Chair. In absence of the Chair, a member of the Committee will chair the meeting as delegated by the Chair.

Committee Selection Criteria

Membership of the Committee is based upon the following criteria:

- Be an ACN Fellow or Member;
- Have a passion for nursing history, as well as contemporary nursing and health care issues;
- Completion of the ACN Representation Module;
- Commitment to work towards a predetermined timeframe;
- Experience in the development of CPD content for health care professionals (desirable but not essential).

Appointments to the Committee will be at the sole discretion of ACN Executive Director – Engagement.

Secretariat

ACN staff member.

Meetings

Frequency

Meetings will be held monthly from April 2021 through to November 2021.

The Secretariat with the members will determine the schedule.

The Chair may convene additional meetings and defer meetings according to business requirements.

Meeting Duration

30 minutes.

Quorum

No less than 50%.

Records

Meeting notes and the action register will be made available to members within five business days of the meeting. All members will have an opportunity to provide feedback on the action items with recommendations for endorsement/approval.