



## **Haematology Society of Australia and New Zealand, Nurses' Group**

### ***Terms of Reference***

#### ***1. Establishment***

The Group is established and will be known as Haematology Society of Australia & New Zealand Nurses Group hereafter known as HSANZ NG.

#### ***2. Objectives***

The purpose of the HSANZ NG will be to improve the nursing care of patients and their carers undergoing treatment for haematological conditions malignant and non-malignant including blood and marrow transplantation, apheresis and blood transfusion through the fostering and promotion of education and improved standards of care and the stimulation and fostering of interest and communication in the field to this end.

In achieving this purpose, the Group will:

- 2.1 Promote and develop this sphere of nursing in states and territories throughout Australia and New Zealand
- 2.2 Promote and co-ordinate educational programmes for nurses engaged in caring for patients undergoing treatment for haematological conditions.
- 2.3 Identify and build a corpus of knowledge specific to this sphere of nursing.
- 2.4 Encourage the development of and participation in collaborative research.
- 2.5 Encourage exchange programmes for nurses in haematology.
- 2.6 Provide a means of communication between similar groups and individuals engaged in this sphere of nursing.
- 2.7 Establish links with other organizations that may influence the development of haematology nursing.

#### ***3. Membership***

- 3.1 Membership will be open to nurses engaged in haematology nursing or to the development of this sphere of nursing or speciality who have a demonstrated commitment to and enthusiasm for, haematology nursing and been employed in the field for a minimum of two years.
- 3.2 Members will be known as Associate Nurse members of HSANZ
- 3.3 Subscriptions run from 1st July to June 30th. Subscriptions are sent out in March/April for the following financial year and are due by July 1st.
- 3.4 Nurses who have a demonstrated commitment to and enthusiasm for, haematology nursing may apply for membership and be nominated by one nurse associate member and one full member or 2 full members of the HSANZ
- 3.5 Applications for nurse membership will be made to the HSANZ and ratified by HSANZ council according to the HSANZ constitution.

#### ***4. Term of Office***

4.1 HSANZ-NG Council members will be appointed for a period of 2 years and are as follows:

- President

- Vice-President
- Secretary
- Treasurer
- NG Council members from States, Territories and NZ not already represented by office holders
- Annual Scientific meeting local organising committee nurse member for the current and following years

4.2 Office holders may be re-elected into their existing position once and then may be re-elected to the NG Council into another office.

4.3 Resignation from NG Council members - NG Council members who wish to resign must give written notice to all NG Council members of a minimum of 3 months, but must complete the membership year unless there are special circumstances.

4.4 The posts of President and Treasurer will be elected together, followed two years later by the post of Vice-President, Secretary and State Representatives

4.5 The NG Council may not have more than three members from any one state, territory or New Zealand (not including non-elected conference organising committee members).

4.6 The Secretary will be responsible for organizing the elections.

#### **5. *Meetings of the HSANZ NG Members***

5.1 The members will meet once a year at the Annual General Meeting and this meeting will be held during the Annual Scientific Meeting.

#### **6 *Meetings of the HSANZ NG Council***

6.1 The NG Council will meet at least 4 times a year and this will be as follows by teleconference or in person;

6.2 The NG Council will have the responsibility of deciding the date, agenda and venue of the meeting and will make the necessary arrangements.

6.3 The HSANZ NG Council may establish working parties as the need arises.

6.4 Members of the working parties must be HSANZ NG members.

6.5 A quorum of at least 50% + 1 NG Council members must be present for a decision to be passed by the NG Council.

6.6 Local (State, territory and NZ Island) committees will be encouraged to meet at least 4 times a year.

#### **7. *Communication***

7.1 All official announcements and communication of the Group will be published in the HSANZ-NG Journal and on the HSANZ website.

7.2 Information pertaining to HSANZ NG activities and publications may be published in other Journals once permission has been granted by the NG Council.

#### **8 *Finance***

8.1 A report of the financial statement will be presented to the members at each General Meeting.

8.2 Monies raised by fundraising activities or charitable donation will be used to support educative initiatives for haematology nurses

#### **9. *Amendments to the Terms of Reference***

9.1 Proposals to amend the Terms of Reference will be made to the President at least two calendar months before the next AGM meeting and will have the support of at least 10% of the members. Details of the proposed amendment will be circulated with the

agenda of the meeting.

9.2 Amendments to the Terms of Reference must be agreed by at least two-thirds of the members

of the Group present at the meeting.

### 10 *Dissolution*

10.1 Dissolution of the Group will be agreed by at least 75 % of the members of the Group.

10.2 Upon dissolution of the Group, all funds held in the name of the Group will be reallocated in accordance with the HSANZ constitution.

*Written 16.2.07*

*Agreed by HSANZ NG 19.10.08*