



TERMS OF REFERENCE

Audiometry Nurses Association of Australia Inc. – Committee Meetings

PURPOSE:

To provide a forum to facilitate networking and education of Audiometry Nurses;
Facilitate the development, implementation and evaluation of best practice policies relevant to Audiometry Nurses.

OBJECTIVES:

1. Provide a forum for the professional interests of Audiometry Nurses
2. Promote the specialty of Audiometry Nursing
3. Facilitate opportunities for professional development in hearing health
4. Facilitate the assessment of competency for experienced Audiometry Nurses to act as Clinical Advisors
5. Determine an annual Business Plan and work towards achievable outcomes
6. Consultation with relevant organisations on matters relating to hearing health
7. Promote research opportunities within the area of Audiometry Nursing
8. Disseminate information to membership via professional journal and website

COMMITTEE:

All positions on the committee are vacated and re-elected by the membership at the Annual General Meeting. Committee positions include:

- President
- Vice President
- Secretary
- Treasurer / Membership Secretary
- Editor of Newsletter / Committee Member
- Committee Member
- Committee Member
- Public Officer/conference coordinator/website coordinator appointed from within committee membership

MEETINGS:

Quorum: Three (3) members required to conduct official business
Secretariat: Agenda to be circulated by email at least two (2) weeks prior to scheduled meeting; Minutes to be circulated within two (2) weeks after each meeting.
Venue: Meetings to be held at NSW Nurses and Midwives Association building, 50 O’Dea Avenue, WATERLOO, Sydney, unless alternative venue decided at previous meeting. Room to be booked by Secretary.
Meetings: Minimum of four (4) meetings per year.
2017 dates: 3rd March, 26th May (teleconference), August, November.
Time: 1000 – 1500 hrs

REVIEW: Terms of Reference should be reviewed after 12 months – due December 2017.