

TERMS OF REFERENCE

Audiometry Nurses Association of Australia Inc. – Committee Meetings



PURPOSE:

Facilitate the development, implementation and evaluation of best practice policies relevant to Audiometry Nurses. To provide a forum to facilitate networking and education for 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 Audiometry Nurses to act as Clinical Advisors for students in Audiometry Nursing
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 and by the membership via professional newsletter, Facebook 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
- 2 Committee Members
- 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 one week 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 is to be booked by the Secretary.
Meetings: Minimum of four (4) meetings per year.
2019 dates: 22nd February, 10th May (teleconference), 23rd August, 22nd November.
Time: 1000 – 1500 hrs

REVIEW: Terms of Reference should be reviewed after 12 months – due November 2019.