

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 speciality 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 email, 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
- Editor of Newsletter / Committee Member
- 2 Committee Members
- Sub committees as required - Public Officer/Conference Coordinator/Website Coordinator/ Membership Secretary 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 via TEAMS booked by Secretary

Meetings: Minimum of four (4) meetings per year:
25th February 2025 (13:00 – 16:00 – note longer meeting)
27th May 2025 (13:00 - 15:00)
26th August 2025 (13:00 - 15:00)
18th November 2025 (13:00 – 15:00)

Time: 1300-15:00 (except for February meeting)

REVIEW: Terms of Reference should be reviewed after 12 months – Due November 2025