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Intravenous Nursing New Zealand Incorporated Society

IVNNZ Inc. EXECUTIVE COMMITTEE DRAFT TERMS OF REFERENCE

Reviewed March 2014

OBJECTIVES:

The Executive Committee have an overall responsibility to IVNNZ Inc. Members.

- ◆ Provide national awareness of Infusion Therapy Practice to health professionals and allied services.
- ◆ To provide & maintain a development strategy for IVNNZ Inc.
- ◆ To provide & maintain an effective communication network for all IVNNZ Inc. members.
- ◆ To ensure the IVNNZ Inc. constitution is upheld and updated as appropriate

MEMBERSHIP: President
Secretary
Treasurer
Educator
Newsletter Editor
Marketing & Conference:
Private Sector Nurses Representative:

MEETING STRUCTURE:

1. **FREQUENCY:** Meetings are to be held at a minimum of three monthly intervals.
2. **VENUE:** To be decided on each change of the Executive committee.
3. **TELE CONFERENCES:** To be interspersed with round the table meetings to ensure travel expenditure is kept within the annual budget. The treasurer will be responsible for setting up the teleconference & providing the executive with the Phone number & pin number.

4. **AGENDA:** The President will be responsible for establishing the agenda for all Executive members prior to each meeting. The secretary distributes the agenda with the previous minutes.
5. **MINUTES:** To be accurately written and held by the Secretary. Secretary to distribute minutes to Executive Committee members. Secretary to prepare relevant information and summary of minutes for distribution onto the website.
6. **CHAIR PERSON:** The incumbent President or delegated replacement.
7. **QUORUM:** 50% plus one executive membership

REPORTING LINE:

Committee Reports: Quarterly Reports from Treasurer; Educator; and Newsletter Editor.

Relevant correspondence to the Secretary is to be dispersed as appropriate.

Membership application is to be sent to the Secretary & forwarded on the Treasurer who sends out a membership package.

Correspondence requiring reply shall be reviewed with the President.

DEFINITION OF TERMS:

IVNNZ Inc. –Intravenous Nursing New Zealand Incorporated Society

E.C. – Executive Committee