



www.ivnnz.co.nz

Intravenous Nursing New Zealand Incorporated Society (IVNNZ Inc.)

IVNNZ Inc. EXECUTIVE COMMITTEE

TERMS OF REFERENCE

Reviewed May 2023

OBJECTIVES

The Executive Committee has an overall responsibility to IVNNZ Inc. members:

- To promote excellence in infusion therapy practice, by all health professionals, delivering health care to the population of Aotearoa, New Zealand
- To provide & maintain an effective communication network
- To ensure the IVNNZ Inc. constitution is upheld and updated as appropriate
- To develop and implement The Strategic Plan

MEMBERSHIP

President

Secretary

Treasurer

Educator

Committee (Newsletter Editor, Private Sector Representative, Website, Special Projects)

MEETING STRUCTURE

Meetings are to be held at a minimum four times per year, face to face or virtual.

VENUE

To be decided by the Executive committee.

AGENDA

The President will be responsible for the final agenda for all Executive committee meetings in collaboration with the secretary. The Secretary distributes the agenda with the previous minutes.

MINUTES

To be accurately written and held by the Secretary and distributed to the Executive committee. Secretary to prepare relevant information and summary of minutes for distribution onto the website.

CHAIRPERSON

The incumbent President or delegated replacement.

QUORUM

50% plus one executive membership

REPORTS

The Treasurer as per legislative requirements.