

# Advisory Panel

## Terms of Reference

### 1. Committee Purpose

Within the identified area and context of expertise the role of the Panel is to:

- To provide expert knowledge, advice and information to the ACCCN National Board to assist its informed decision-making;
- To comment on documents provided by the National Board;
- Serve as a resource to the ACCCN National Board and committees on interpretations of matters with the Panel's area and context of expertise;
- Initiate and/or coordinate specific projects as requested by the National Board;
- Recommend representatives or spokespersons to represent ACCCN on national forums and committee;
- Foster the development of knowledge, collaborations, and networks within ACCCN and with other nurses and health care providers nationally and internationally;
- To provide resources such as webinars and education resources for leading the specialty for critical care nursing;

### 2. Committee Authority

The ACCCN Board is responsible for overseeing the activities of the Advisory Panel. The committee is authorised to seek any information related to its purpose and activities from the Board, States and ACCCN executives.

### 3. Membership

Members are to be appointed following an expression of interest and direct appointment by the ACCCN Board.

- All Panel members must be current financial ACCCN members;
- The Panel will comprise of 6-12 members, drawn equitably from member states;
- The term of membership for panel members is 2 years, 4 terms, and is renewable;
- Members may hold more than 4 terms of office with special permission from the ACCCN Board;
- Expressions of interest for the Panel will be sought from the membership every 2 years;
- ACCCN National Board will appoint Panel members. Selection will be based on demonstrated knowledge, expertise, and qualifications in the Panel's area and context of expertise;
- The National Board will appoint a chair with the panel input;
- The term of membership for panel chair is 2 years, 4 terms, and is appointed on alternating years to members.
- If a Panel member is unable to contribute to the activities of the Panel, they may be requested to resign their position;

Standing invitations apply to the following non-voting ex-officio members:

- CEO
- Executive Support Officer

#### **4. Committee Responsibilities**

The Panel Chair is responsible for:

- maintaining effective communication between the Panel and the National Board, primarily via the National Board-appointed Panel Liaison Officer. A report of any allocated consignment or project will be written and tabled for the Board on its completion.
- communicating with other Panel members.
- determining the frequency of meetings
- ensuring a comprehensive handover to his or her successor.

Extraordinary meetings or events initiated by the Panel must first be approved by the National Board. This will include financial considerations.

The Panel will endeavour to provide at least one webinar each year relating to its area and context of expertise.

#### **5. Responsibilities of Individual Committee Members**

- To declare conflicts of interest on the application and to the Panel Chair;
- To maintain confidentiality of ACCCN business;
- To maintain an appropriate level of confidentiality regarding all ACCCN personnel, documents, and discussions;
- To maintain personal knowledge and expertise in the Panel area and context of expertise.

#### **6. Reporting**

- Minutes, including action items, shall be taken and distributed to panel members and included in ACCCN Board meeting pack;
- The Advisory Panel Chairperson shall provide a written report to the Board for every Board meeting;
- The Advisory Panel is accountable to the ACCCN Board and communications to the panel will be via the Chairperson of the Advisory Panel;
- Recommendations by the Advisory Panel are to be provided to the ACCCN Board for discussion prior to any action taken.

#### **7. Committee Meetings**

- The Advisory Panel will meet as often as required;
- A quorum shall be a majority of voting members appointed at the time.