

Terms of Reference: State Group



1. NAME

The Committee shall be known as a State Group (SG) of the Cancer Nurses Society of Australia Ltd (CNSA).

2. AIM

The SG's aim to provide professional networking and education opportunities close to where CNSA members live, fostering collaboration and excellence to enable best outcomes and experience for all people affected by cancer. The role of the SG is to monitor and continuously progress the vision, mission and strategic priorities of the CNSA.

3. OBJECTIVES and RESPONSIBILITIES

The specific objectives and responsibilities of the SG are to:

- Lead initiatives addressing the educational needs of cancer nurses
- Review and disseminate resources which contribute to advances in cancer nursing practice
- Provide opportunities for professional networking and collaboration amongst cancer nurses
- Promote cancer nurses' contribution to national cancer control activities and policy; and
- Grow and sustain the CNSA membership.

Specific functions of each CNSA Committee include:

- Developing a Committee Annual Work Plan aligned with the CNSA Strategic Plan, – for approval by the Board of Directors
- Monitoring and report performance against this Annual Work Plan
- Identifying and manage risks related to Committee activities; and
- Supporting the Board of Directors in policy and advocacy activities, including reviewing policy and representing the CNSA externally.

In collaboration with National Office, the Committee will:

- Monitor and address issues, including financial concerns, that affect CNSA or the Committee's goals
- Maintain internal controls to provide accurate, relevant, timely and reliable financial and operational information.
- Ensure that expenses related to the Committee's activities are sent through to the National Office for processing on a timely basis.
- Assist with following up any outstanding debts or invoices owing.
- Assist with sponsorship for local events and activities through state-based representatives and existing contacts.
- Review the quarterly financial reports provided to the committee by the CNSA National Office; and
- Monitor operations and record-keeping to ensure compliance with company policies and regulatory requirements.

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4. MEMBERSHIP

Recruitment of Members

Expressions of interest in membership of this Committee will be called from all Full Members of CNSA for any vacancies to be filled in the next year.

Nominees will need to complete a nomination form and submit this with their Curriculum Vitae and a brief statement outlining their interest and suitability for membership of this Committee.

Appointment of Members

The SG Committee is responsible for selecting members based on relevant skills and expertise, ensuring representation across different locations, specialty areas, and with a focus on diversity and inclusion.

Where required, the SG Committee may consult with the National Office to support decision-making, avoid potential conflicts of interest, or resolve any indecision. Final appointments will be confirmed by the SG Committee to ensure a balanced and representative membership.

Membership Numbers and Terms

The Committee will consist of a minimum of four (4) and a maximum of ten (10) members. However, the Board of Directors may authorise it to operate with less than 4 members.

Committee Members will be appointed for a term of three (3) years, for a maximum of two (2) consecutive terms, unless special permission for an extended term is granted by the Board of Directors. Committee Members are only eligible to stand for re-election for the same Committee after a break of at least two (2) years.

Committee terms commence on 1 July and end 30 June.

Membership numbers and terms can be changed in consultation with the Board of Directors and Chief Executive Officer (CEO).

Chair(s)

The Committee shall appoint the Chair from among its members. The Chair shall be endorsed by the Board of Directors.

The Chair is responsible for setting Committee meeting dates, times and agendas.

The Chair will monitor Committee member progress on actions arising from Committee meetings as directed within the agreed timeframes.

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Deputy Chair

The Committee shall appoint the Deputy Chair from among its members. Deputy Chair roles and responsibilities are applicable to the Chairs, where a committee has two Co-Chairs instead of a Deputy.

The Deputy Chair is responsible for:

- Acting in the role of Chair when the Chair is unavailable; and
- Informing the Chair as to the salient points raised or recommendations agreed to at a meeting where they assume the role of Chair.

Secretary

Following appointment by the Committee, and in collaboration with National Office, the Secretary shall:

- Distribute papers to members in sufficient time to allow members to consider them before the meeting
- Communicate with members on matters relating to the conduct of meetings; and
- Complete any secretariat actions arising from the Committee meeting as directed within the agreed timeframes.

Committee Members

Following approval by the Chair, and in collaboration with National Office, the Committee Members responsible for organising education shall:

- Coordinate with the Committee, dates for the year for Education sessions (face to face or virtual)
- Book venues for face-to-face meetings
- Invite and liaise with guest speakers (obtaining brief bios and presentations per the session)
- Maintain attendance record at the event; and
- Oversee financial and risk management of the SG.
- Maintain oversight of the SG budget and financial reports.

Where possible, Committees will also receive administrative support from the CNSA National Office and/or external contractors as deemed appropriate.

Casual Vacancies

If a Committee Member's position becomes vacant during their term of office, the Committee may appoint another CNSA Member to fill the vacancy.

Working Parties

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The Committee may establish working parties as required for a specific identified purpose, such as the completion of special projects. The Terms of Reference of any such working parties will be endorsed by the Committee.

At the time of commencement of the working party, the expected deliverables and timeframe for disbandment of the working party shall be specified.

5. MEETINGS

Meeting Frequency

The Committee will meet at least three (3) times per year via teleconference (or similar) and face-to-face once per year at CNSA's Annual Congress.

The Chair may call special or supplementary meetings to meet the objectives of the committee.

The Chair may cancel a meeting if there is insufficient business to warrant holding a meeting.

Apologies and Proxies

Members must notify the Secretary or Chair if unable to attend a meeting.

Members are not able to nominate proxies to replace their attendance.

Members missing consecutive meetings should be privately addressed by the Chair to determine if they have the capacity to commit to the ongoing requirements of the Committee. In addition, Committee Members must attend a minimum of 75% of scheduled Committee meetings and to remain on the Committee.

On going non-attendance will be escalated to the CEO.

Any Committee Member who has advised that they are on maternity leave will be exempt from the requirement to attend or provide an apology if absent.

Quorum

A quorum shall consist of at least 50% of appointed members and the Chair (or delegate).

Conflicts of interest

Members should consider any conflict of interest (real or perceived) prior to the commencement of the meeting and either recuse themselves or declare the conflict prior to any discussion.

Significant breaches of this procedure will be raised with the CEO.

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Meeting agendas

A standing agenda includes:

- Welcome & Apologies
 - Acknowledgement of Traditional Owners (for all face-to-face meetings)
 - Conflict of interest declarations
 - Confirmation of previous committee minutes/outstanding actions
- Standing Agenda Items
 - Committee Annual Work Plan review
 - New Activities
- Other Business
- Next Meeting

Resolutions

All decisions are made through consensus or with majority support. If voting is tied, then the Chair has the deciding vote.

Conduct

Committee Members shall act in accordance with the CNSA Code of Conduct at all times.

Record Keeping

- Activities of all meetings will be documented using minutes and an action register.
- Records are to be kept and maintained by the Secretariat and endorsed by the Committee.
- Electronic information should be stored on a CNSA shared drive where access is restricted to appropriate persons.

6. ACCOUNTABILITY, COLLABORATION and REPORTING

The Committee reports to the Board of Directors and is accountable via the Chair.

The Committee is required to escalate risks, issues or concerns to the Board of Directors.

The Committee will provide an Annual Report to the Board of Directors in relation to:

- Function and responsibilities
- Achievement against Annual Work Plan
- Key activities
- Risk management strategies; and
- Recommendations from relevant external reviews/processes.

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The Committee will also liaise and/or work collaboratively with other CNSA Committees, Working Groups and the Board of Directors to embed a culture conducive to achieving the vision, mission and strategic priorities of the CNSA.

7. CONFIDENTIALITY

All Members and invited persons will ensure the use of any information relating to Members, Staff Members and administrative actions, that is not in the public domain, will only be used for authorised CNSA related purposes. Any unauthorised access or disclosure is prohibited and is considered a breach of confidentiality and serious misconduct and will be dealt with accordingly.

8. ADOPTION AND AMENDMENT OF TERMS OF REFERENCE

These Terms of Reference (ToR) were originally endorsed by the Board of Directors in November 2019 and reviewed again in September 2021. The current version has been endorsed by the State Group Chairs in July 2025.

The Committee will evaluate its ToR, performance and need for continuation on a biennial basis.

Amendments to these ToR must be endorsed by the Board of Directors.

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