

# Terms of Reference: Specialist Practice Networks



## 1. NAME

The Committee shall be known as the Committee of a Specialist Practice Network (SPN) of the Cancer Nurses Society of Australia Ltd (CNSA).

## 2. AIM

*The SPN aims to provide a resource for specialist cancer nurses regardless of geographical location. The SPN promotes collaboration and aims to provide leadership to facilitate best possible outcomes and experiences for all people affected by cancer. The role of the SPN is to monitor and continuously progress the vision, mission and strategic priorities of the CNSA.*

## OBJECTIVES and RESPONSIBILITIES

The specific objectives and responsibilities of the SPN are to:

- Provide a forum for professional networking, collaboration and mentorship
- Provide opportunities for educational and research activities
- Provide leadership for nursing practice issues related to each specialty
- Develop guidelines of cancer nursing practice
- Establish processes for peer review of evidenced-based practice; and
- Reduce professional isolation and competition through a partnership approach across the specialist practice networks.

Specific functions of each CNSA Committee include:

- Develop a Committee Annual Work Plan in line with the CNSA Strategic Plan – for approval by the Board of Directors
- Review, monitor and report performance against this Annual Work Plan to ensure progress towards the agreed goals in the CNSA Strategic Plan
- Identify, assess, monitor and review risks associated with the Committee and develop strategies to reduce and control these risks; and
- Support the Board of Directors in policy and advocacy activities on behalf of CNSA – including (but not limited to) the review of policy documents, providing feedback as required, assisting with appropriate CNSA representation on external committees/working groups.

## 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:

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

Where required, the SPN 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 SPN Committee to ensure a balanced and representative membership.

## **Membership numbers and terms:**

The Committee will consist of a minimum of six (6) and a maximum of ten (10) members. However, the Board of Directors may authorise it to operate with less than 6 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.

## **Chair:**

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.

## **Deputy Chair:**

The Committee shall appoint the Deputy Chair from among its members.

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.

## **Secretariat:**

The secretariat role is filled by the CNSA Team.

Following approval by the Chair, the Committee Secretary shall:

- Receive and prepare agenda papers
- Distribute papers to members in sufficient time to allow members to consider them before the meeting
- Generate and distribute minutes of meetings to the Committee according to the agreed timetable
- Communicate with members on matters relating to the conduct of meetings

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- Complete any secretariat actions arising from the Committee meeting as directed within the agreed timeframes; and
- Keep and maintain relevant records on behalf of the Committee.

Where possible, Committees will also receive administrative support from the CNSA national office and/or external contractors.

## **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:**

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 SPN Committee will meet at least six (6) times per year via teleconference (or similar) and face-to-face once per year at CNSA's Annual Congress.

The Chair reserves the right to 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:**

If a member is to be absent then an apology should be given either through the Secretariat or the Chairperson. Committee members are not able to nominate proxies for attendance at meetings they are unable to attend.

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 general meetings to remain on the Committee.

If Committee Member non-attendance remains an issue, despite address by the Chair, or the Committee Member has not been in attendance for 75% of scheduled meetings, the Chair will escalate the issue to the EO to address.

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## 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 Accountable Officer.

## 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 / activity plan
  - Feedback from Board of Directors reporting
- Standing Agenda Items
  - Committee Annual Work Plan progress
  - Others as relevant
- New Activities
  - New items for the Annual Work Plan
- 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 Action Log.
- 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 CNSA Board of Directors and is accountable to the Board of Directors via the Chairperson (Accountable Officer).

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

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

- Function and responsibilities
- Achievement against key performance indicators (KPIs)
- Key activities
- Risk management strategies; and
- Recommendations from relevant external reviews/processes.

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 endorsed by the Board of Directors on the in November 2019.

The Committee will evaluate its ToR, performance and need for continuation on a biennial basis. Amendments to these ToR must be endorsed by the CNSA Board of Directors.

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