The ACMHN Forensic mental health nursing special interest group (SIG)  
Terms of Reference

1. Purpose
The forensic mental health nursing SIG will provide a network for ACMHN members with shared interest and expertise in forensic mental health nursing to participate in the development of mental health nursing in forensic settings, exchange views, disseminate information, provide support, promote research, and organise activities such as conferences. Furthermore the SIG will provide an opportunity to promote the College and membership to mental health nurses working in Forensic settings, and support professional development through the networks that will develop.

2. Authority and Accountability
• The ACMHN Board, pursuant to clause 8.2 and 8.3 of the ACMHN Constitution, has established the Committee and authorised and directed the SIG to act in accordance with the Terms of Reference.
• The SIG is accountable to ACMHN Board through the Chair.
• The Chief Executive Officer maintains responsibility for financial decisions, business operations and day to day management and administration of the ACMHN Forensic mental health nursing SIG.

3. Membership
The SIG will comprise of:
• Chair, appointed by ACMHN Forensic mental health nursing SIG
• The SIG will operate as a collegial forum through which information can be spread and obtained.
• Members of the SIG will be financial members of ACMHN.
• The SIG will provide articles of interest for the ACMHN 'News' magazine publication.
• The ACMHN will provide a web based communication facility for the SIG and manages the finances of the SIG.
• The SIG will report to the ACMHN Board.
• Specific terms of reference will be generated from the group during initial meetings and will be made available to college members and the Board via minutes generated.
• SIG members will be encouraged to promote interest for the SIG to their ACMHN member colleagues.
• The SIG must consist of at least 20 financial members of the ACMHN who have an interest in mental health nursing in Forensic settings.

4. Term of Office
• If at any time a vacancy occurs for a specific role within the SIG (for example the Chair), the SIG may fill a vacancy for the remainder of that term.

5. Meetings
• A minimum of four meetings per calendar year must be held.
• Meetings may be held face to face or by teleconference / videoconference.
6. Confidentiality
   • SIG members will keep discussions and deliberations confidential. SIG papers are confidential to the SIG and may be released only with the authority of the SIG or by direction of law.

7. Conflicts of Interest
   • Conflicts or potential conflicts of interest must be disclosed by members at the commencement of each meeting.
   • Conflicts of interest will be managed by the Chair in line with ACMHN Constitution (2013) and meetings policy.

8. Communication & Relationships
   • Decisions of the SIG will be made by consensus or a majority of members where consensus cannot be reached. In the event of a tied vote, the Chair may exercise an additional casting vote.
   • A quorum shall consist of not less than three appointed SIG members including the chair or nominated delegate in their absence (excludes ex-officio).
   • Minutes from each meeting will be forwarded to the ACMHN Board.
   • The ACMHN will provide secretariat for the Committee.
   • The Chair is responsible for communication with SIG members and between the SIG, the ACMHN Board and the CEO.
   • The spokesman for the SIG is the Chair or delegate nominated by the Chair.
   • The Chair or delegate, or the SIG through the Chair, shall have the right to independently seek expert information/advice, providing that paid advice is sought with appropriate expenditure approval as advised by the Chief Executive Officer.

9. Review
   • Terms of Reference are reviewed bi-annually or as needed to reflect the ACMHN Constitution.