Mental Health Nurse Practitioner Special Interest Group

Terms of Reference

1. Purpose

The primary function of the Mental Health Nurse Practitioner Special Interest Group (the MH NP SIG) of the ACMHN Inc (the College) is to:

- facilitate, promote and advance the role of Mental Health Nurse Practitioners (MH NP)
- provide members of the College with an interest in the roles of MH NPs with a network of support and a forum for exchanging news, views and ideas,
- provide advice to the ACMHN on issues relevant to MH NPs.

2. Authority and Accountability

The College Board, pursuant to clause 6.3 of the College Constitution, has approved the MH NP SIG and authorised the MH NP SIG to act in accordance with the Terms of Reference.

The MH NP SIG operates in accordance with clauses 6.2.2, 6.2.3, 6.2.4, 6.2.5, 6.2.6. of the College constitution and the Australian College of Mental Health Nurses By-Laws.

The MH NP SIG makes decisions relating to the affairs of the MH NP SIG, but decisions shall be subject to the College Board in matters affecting more than one special interest group or the interests of the College as a whole including overall strategic direction and policy of the College.

The MH NP SIG is accountable to the College Board through the Chair.

The Chief Executive Officer maintains responsibility for financial decisions, business operations and day to day management and administration of the MH NP SIG.

3. Membership

The membership of the MH NP SIG shall consist of financial members of the College who have requested to be recorded as members of the MH NP SIG.
The MH NP SIG must consist of at least 25 members.

4. Meetings

A meeting of the MH NP SIG members is held at least once per year to elect office bearers. This will usually be held in conjunction with a College conference or event.

5. MH NP SIG Executive Committee

An Executive Committee (the Committee) shall be elected by the MH NP SIG at the Annual Members Meeting and will comprise of a Chairperson and at least three other members.

The MH NP SIG Executive Committee manages the affairs and operations of the MH NP SIG and advises the College Board of Directors, on trends, policies and positions for the development and advancement of the special interest.

6. Term of Office

- Each member of the Committee shall serve two years.
- Each member of the Committee will be eligible for reappointment through an EOI process, with no limitations on the number of terms of office.
- If a member fails to attend two consecutive meetings without reasonable notice or is unable to attend 50% of meetings in a given 12 month period, the Chair may cease a Committee member’s term upon due notification.
- If at any time a vacancy occurs, the Committee may fill a vacancy for the remainder of that term.

7. Meetings of the Executive Committee

- A minimum of four meetings per calendar year must be held.
- Meetings may be held face to face or by teleconference.

8. Confidentiality

- Committee members will keep discussions and deliberations confidential. Committee papers are confidential to the Committee and may be released only with the authority of the Committee or by direction of law.
9. **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.

10. **Communication & Relationships**
   - Decisions of the Committee 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 Committee 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 Chair is responsible for communication with Committee members and between the Committee, the ACMHN Board and the CEO.
   - The spokesman for the Committee is the Chair or delegate nominated by the Chair.
   - The Chair or delegate, or the Committee 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.

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

**Approved by ACMHN Board:** 13th April 2015

**Date set for Review:** April 2017