1. **Purpose**

The primary function of the Clinical Supervision Special Interest Group (the CSSIG) of the ACMHN Inc (the College) is to facilitate, promote and advance clinical supervision by:

- providing members of the College and other disciplines who have a particular interest in clinical supervision with a forum for exchanging news, views and ideas.
- promoting research endeavours and other matters of interest in clinical supervision by sponsoring conferences and/or via other means such as meetings or workshops that are considered timely and worthwhile.

2. **Authority and accountability**

- The College Board, pursuant to clause 6.4 of the College Constitution, has approved the CSSIG and authorised the CSSIG to act in accordance with the Terms of Reference.
- The CSSIG 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 1.3.9. of the Bylaws, Policies and Guidelines.
- The CSSIG makes decisions relating to the affairs of the CSSIG, 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 CSSIG 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 CSSIG.

3. **Membership**

The membership of the CSSIG shall consist of financial members of the College who have requested to be recorded as members of the CSSIG.

The CSSIG must consist of at least 25 members.

Non-mental health nurses who are interested and involved in clinical supervision may be included in distribution of email via elist membership (not CSSIG membership) and have access to the CSSSIG webpage on the ACMHN site. The CEO of the College shall have final discretion as to such matters.
4. Meetings

A meeting of the CSSIG members is held at least once per year to elect office bearers. This is usually held in conjunction with the annual conference.

5. CSSIG Executive Committee

An Executive Committee (the Committee) shall be elected by the CSSIG at the Annual Members Meeting and will comprise of:

- A Chairperson (College member or Fellow)
- A Secretary
- A Treasurer (College member or Fellow)

Other members as required according to the desired mix of expertise for effective Committee management:

- An education officer

The CSSIG Committee manages the affairs and operations of the CSSIG 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 of the CSSIG Executive Committee

- Each member of the Committee shall serve two years.
- Each member may serve up to two consecutive terms, not including any part term replacement served.
- If at any time a vacancy occurs, the Committee may fill a vacancy for the remainder of that term.

7. Meetings of the CSSIG Executive Committee

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

8. Conflicts of interest

- Conflicts or potential conflicts of interest must be disclosed by members of the CSSIG at the commencement of each meeting.
- Conflicts of interest will be managed in line with the College Constitution and meetings policy.
9. Communication and relationships

- Decisions at a meeting of the CSSIG Executive 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 for CSSIG Executive Committee meetings shall be consistent with that for the Board of Directors and the College meetings in general.
- A short report from each meeting will be forwarded to the CEO for the information of the College Board.
- The spokesperson for the Committee is the Chair or delegate nominated by the Chair.

10. Financial management

It is the responsibility of the CSSIG to raise funds for the CSSIG operations and activities.

- Finances are to be managed in accordance with established Financial Rules determined by the College.
- Action to dissolve the CSSIG shall be by a meeting of the members of the CSSIG and consultation with the College Chief Executive Officer.

11. Dissolution of the CSSIG

- Written notice of the intention to dissolve the CSSIG shall be forwarded to the College Chief Executive Officer as soon as practicable after the meeting.
- The College Board of Directors may dissolve the CSSIG for failure to comply with the College constitution and or rules.

12. Review

Terms of Reference are reviewed third yearly or as needed to reflect the College Constitution. Approved by the College Board