PSYCHOTHERAPY SPECIAL INTEREST GROUP

Terms of Reference

1. Purpose

The primary function of the Psychotherapy Special Interest Group (the PSIG) of the ACMHN Inc. (the College) is to facilitate, promote and advance psychotherapy as a component of Mental Health Nursing practice by:

- Providing members of the College and other Mental Health Nurses who have a particular interest in psychotherapy with a forum for exchanging news, views and ideas.
- Working with the ACMHN board and where appropriate allied organisations to increase the professional and public recognition of the psychotherapy skills inherent in Mental Health Nursing practice.
- Investigating and advancing a system of accreditation for psychotherapy in Mental Health Nursing Practice.
- Promoting and advancing the formal inclusion of specific psychotherapy training in postgraduate Mental Health Nursing and the development of formal and accredited psychotherapy qualifications within the profession.
- Promoting research endeavours and other matters of interest in psychotherapy by sponsoring conferences and/or via other means such as meetings or workshops that are considered timely and worthwhile.
- Engaging (with Board approval where appropriate) with such other professional, academic or service provision bodies in collaborative or mutually supportive ventures to promote the practice of psychotherapy.
- The SIG will work towards a consensual definition of psychotherapy in Mental Health Nursing.

2. Authority and accountability

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

Approved by the Board 20/1/2018
3. Membership

The membership of the PSIG shall consist of financial members of the College who have requested to be recorded as members of the PSIG. Chair to record and collate membership with authority to delegate.

Non ACMHN members who are interested and involved in psychotherapy may be included in distribution of email via elist or other social media membership (not PSIG membership) and have access to the PSIG webpage on the ACMHN site. The CEO of the College shall have final discretion as to such matters.

4. Meetings

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

5. PSIG Executive Committee

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

- A Chairperson (College member or Fellow)
- Other members as required according to the desired mix of expertise for effective Committee management.

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

- Each member of the Committee shall serve three 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. Conflicts of interest

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

- Decisions at a meeting of the PSIG Executive Committee will be made by consensus or a majority of members where consensus cannot be reached.
- A quorum for PSIG 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.

9. Financial management

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

10. Dissolution of the PSIG

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

11. Review

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

Approved by the ACMHN Board – January 2018

Due for review – January 2021