



Continenence Nurses Society Australia Inc (CoNSA)

Including:

Continenence Nurses Society Australia, New South Wales Branch Inc

Continenence Nurses Society Australia, Queensland Branch Inc

Continenence Nurses Society Australia, Victorian and Tasmania Branch

Continenence Nurses Society Australia, South Australian, Northern Territory and Western Australian Branch

consasec@gmail.com

www.consa.org.au

PO Box 3207, Murrumbeena, VIC, 3163

Presidents' Sub Committee - Terms of Reference

- Terms of Reference (ToR) development and proposed changes must be presented to the CoNSA Management Committee (MC) for approval at the next CoNSA MC meeting
- A current version of the ToR will be kept in the CoNSA Drop Box and available on the CoNSA website for members

Role & Purpose

- To provide opportunity for branch presidents and national president to have a forum to
 - support one another in their roles
 - enhance communication between states
 - learn from each other
 - enable personal and professional growth during their term

Membership

- Appointment to committee automatically occurs following election to the role of state or national president position. During any absence a proxy (eg vice president) may participate

Frequency of meetings

- This sub-committee should meet no less than 3 times per year. This may occur either by teleconference or face to face.

Record of Meetings

- A recorded summary should be kept following each meeting of the items discussed, outcomes, actions and responsible persons
- Recorded summary of meeting will be kept in the CoNSA Drop Box
- A report (verbal or written) from each meeting will be presented at the next CoNSA MC meeting
- A written report will be provided at the CoNSA AGM for presentation and distribution to CoNSA members

Chairperson and minute taker

- The sub-committee should appoint the positions of chair and minute taker for each meeting. The nominated person/s may change based on the attending members

Approved: