



Membership & Representation Committee

Terms of Reference

Purpose / Objectives

The Membership & Representation Committee has been established to achieve the following components of the CENA strategic plan:

Strategic Area: Leadership, support and representation

- Define relationship between Fellows and the College
- Promote applications for Fellowship of the College
- Promote and articulate benefits for members
- Engage membership for input into strategic direction through AGM, targeting input from Fellows and other avenues

Strategic Area: Image

- Develop, review and promote membership structure

Strategic Area: Practice standards

- Collaborate, promote and integrate CENA practice standards with College members and strategic partners

Strategic Area: Education and specialised skills

- Develop relationships with tertiary institutions
- Promote the use of the CENA Practice Standards within postgraduate emergency nursing programs

Strategic Area: Leadership, support and representation

- Expand and collaborate with relevant professional bodies, e.g., ACEM, PA.
- Conjoint conferences with relevant professional bodies
- Representation on committees related to emergency care at a national and Branch level
- Pursue and represent CENA on national and Branch level working parties
- Refine a list of key stakeholders and communicate with them regularly

Meeting Frequency

Minimum quarterly meetings.

Life of the committee

2 years.

Membership

Minimum of 6 members made up of:

- CENA Board member (Chair);
- A minimum of one CENA Fellow;
- CENA Members;
- Non-member subject matter experts where required.

Quorum

Minimum of 50% of the committee membership plus one additional committee member including the chair or their proxy.

Decision-making

The committee is to form recommendations for the CENA Board.

Reporting

The committee chair will select a secretary from the committee membership to record the activities and outcomes of the group. The committee chair will report these outcomes to the CENA board.

Financial Delegation

Nil.

Alteration of Terms of Reference

Committee chair to form a recommendation for changes to the terms of reference for board endorsement.

As agreed:
