



# PNAQ RESOURCE MANUAL

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Inquiries should be addressed by email to: [pnaq@pnaq.net.au](mailto:pnaq@pnaq.net.au) or by mail to: The Honorary Secretary, PNAQ Inc, GPO Box 2518, Brisbane Qld 4001.

### Statement of Indemnity

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## RESOURCE MANUAL

### PURPOSE

This manual is to be used as a reference for all members of the Perioperative Nurses Association of Queensland Inc (PNAQ).

### AIM

To define the specific roles and responsibilities of the Management Committee and support roles (State and Branches) within PNAQ Inc. as deemed by the Constitution of 2005.

To provide all PNAQ members with the relevant information to the following;

- Grant Applications
- Templates
- Membership Form
- Nomination for Committee positions
- Award Nomination Forms
- Continuing Nursing Education (CNE) Points

To be a living document which is reviewed every two years.

**This is Version Five of the PNAQ Resource Manual and will remain current until 30<sup>th</sup> June 2011.**

# STATE OFFICE BEARERS

The State Management Committee consists of the following Office Bearers (with each position serving a two year term);

- o President
- o Past President / President Elect incorporating Branch Liaison
- o Secretary
- o Treasurer
- o Conference Convenor
- o ACORN Director
- o ACORN Representative

All positions are voluntary and do not attract any remuneration.  
All positions are held by members who must be financial

## ROLES & RESPONSIBILITIES OF THE PRESIDENT

The President is responsible for the coordination of the activities of the PNAQ Inc.

This includes but may not be limited to:

- Preside at all General, Management Executive (Committee), Annual General and extraordinary meetings of the Association and attend Local Association President meetings of ACORN
- Provide a President's report for:
  - PNAQ newsletters
  - ACORN journal, quarterly
  - General Meeting
- Provide a written report for the management committee meetings 4 days prior to the meeting to the secretary for distribution before the committee meeting
- Provide a written Annual report for the Association's Annual General meeting
- Coordinate the compilation of a printed Annual report for distribution at the Annual General meeting
- Ensure a member of the Management Committee duly represents all subcommittees formed within the Association
- Prepare an agenda for General and Management meetings in collaboration with the Secretary
- Cast a deciding vote in issues not resolved by a majority vote of the meeting
- Act as official spokesperson and or resource person (in collaboration with the PNAQ Management Committee) for the Association in matters pertaining to Perioperative nursing
- Ensure all matters for the association are in order prior to handover to Management Committee roles
- Ensure all Management Committee roles are maintained according to the constitution so as to maintain a clear and transparent representation for the branches and members
- Ensure each committee member has access to a copy of the constitution
- Ensure that any publications (newsletter, articles) are reviewed by the Management Committee prior to publication
- Ensure written handover of contact information and all other relevant information to incoming president
- Ensure strategies of the PNAQ operational plan are outlined and actioned
- Manage PNAQ Awards process

## ROLES & RESPONSIBILITIES OF THE PAST PRESIDENT

The Past President is responsible for the following, but may not be limited to:

- Attend all General, Management Annual General and extraordinary meetings of the Association in accordance with the Constitution
- Provide advice and guidance to the incoming Management Committee as required
- Complete any projects for finalisation during their term as President of the Association
- Provide leadership to support roles as required
- Advise and assist Management Committee and support roles as required
- Assist President in all matters
- Ensure written handover of all relevant information to incoming President Elect
- Provide leadership as required in absence of the President
- Review newsletter and feedback to editor any changes as required

### **Branch Liaison responsibilities:**

- Ensure there is consistent transparent processes between the branches and State, and that they are monitored to ensure implementation
- Provide support for issues that arise within the Branches
- Provide direct communication links between the Branches and the Management Committee
- Distribute the monthly Members Report to all branch committees following ratification of new members at the Management Committee meetings
- Chair Branch Liaison /Strategic meetings
- Ensure an agenda is prepared and circulated one (1) week prior to the meeting
- Ensure minutes of Branch Liaison/Strategic meetings are circulated within two (2) weeks of the meeting
- Ensure written handover of all relevant information to incoming role
- Ensure Branch contact details are updated with the Secretariat
- Review newsletter and feedback to editor any changes as required
- Provide a written report for the management committee meetings 4 days prior to the meeting to the secretary for distribution before the committee meeting

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## ROLES & RESPONSIBILITIES OF THE PRESIDENT ELECT

The President Elect is responsible for the following but may not be limited to:

- Attend all General, Management Annual General and extraordinary meetings of the Association in accordance with the Constitution
- Collaborate with the President in the coordination and conduct of the Associations' business as a succession plan to develop into president role
- Provide leadership as required in the absence of the President
- Provide leadership to support roles as required
- Ensure all Queensland hospitals (Public and Private) are updated with relevant ongoing information related to PNAQ Inc
- Review newsletter and feedback to editor any changes as required

### **Branch Liaison responsibilities:**

- Ensure there is consistent transparent processes between the branches and State, and that they are monitored to ensure implementation
- Provide support for issues that arise within the Branches
- Provide direct communication links between the Branches and the Management Committee
- Distribute the monthly Members Report to all branch committees following ratification of new members at the Management Committee meetings
- To chair Branch Liaison/Strategic meetings
- Ensure an agenda is prepared and circulated one (1) week prior to the meeting
- Ensure minutes of Branch Liaison/Strategic meetings are circulated within two (2) weeks of the meeting
- Ensure written handover of all relevant information to incoming role
- Ensure Branch contact details are updated with the Secretariat
- Review newsletter and feedback to editor any changes as required
- Provide a written report for the management committee meetings 4 days prior to the meeting to the secretary for distribution before the committee meeting

## ROLES & RESPONSIBILITIES OF THE SECRETARY

The Secretary is responsible for the following but may not be limited to:

- Attend all General, Management Annual General and extraordinary meetings of the Association in accordance with the Constitution.
- Arrange venues for meetings of the Association if required
- Write letters on behalf of the Association as directed by the President and/or the meeting
- Provide leadership to support roles as required
- Notify members of the Annual General Meeting at least one (1) month prior to the date of that meeting via the Newsletter
- Ensure a current copy of the Constitution is available to financial members of the Association
- Ensure any changes to the Constitution as ratified by the Management Committee are recorded
- Review newsletter and feedback to editor any changes as required
- Provide stationery for the Management Committee as requested
- Call for nominations for vacant Management Committee positions as per the constitution
- Call for nominations for support roles one (1) month prior to the Annual General Meeting
- Provide details of the role to any member interested in nominating for a position
- Any 'flying minute' to be recorded in the minutes of the next management meeting

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## ROLES & RESPONSIBILITIES OF THE SECRETARY cont.

- Record the minutes of the Management Committee meetings
- Circulate copies of the minutes within two (2) weeks of the meeting to members of the Management Committee.
- Prepare an agenda for each meeting as directed by the President or Representative and circulate to Management Committee one (1) week prior to the meeting.
- Record amendments and alterations to the minutes.
- Distribute reports received 3 days prior to a management committee meeting.
- Record the minutes of the General Meetings
- Provide the agenda and minutes of the previous General Meeting
- Liaise with the ACORN Director to ensure applications for ACORN Financial Grants meet the criteria before signing and forwarding the application to the ACORN Board for consideration.
- Advise ACORN Secretariat of PNAQ Life Membership awards one (1) month prior to the date of presentation for ACORN certificate to be posted and presented with the Life Membership
- Notify the Queensland Government – Department of Fair Trading of
  - Change of address of the Secretary within one month of date change Use Form 14. Queensland Association Incorporated Act 1981 Section 68 (40)
  - Change of Insurance cover. Use Form 22. Queensland Association Incorporation Act. 1981 Section 70(2)
  - All changes of the rules of the Association
  - Liaise with the Treasurer to send a copy of the audited financial statement and signed auditors report and include the lodgement fee. Use Form 12-Annual Return of Associations
- Ensure written handover of all relevant information to incoming Secretary

## ROLES & RESPONSIBILITIES OF THE TREASURER

The Treasurer is responsible for the following, but may not be limited to:

- Attend all General, Management Annual General and extraordinary meetings of the Association in accordance with the Constitution
- Responsible to the Association for all finances incoming and outgoing
- Maintain an accurate record of all receipts and expenditure of the Association in the appropriate books and/or computer files
- Payment of accounts incurred by the Association following presentation of accounts for payment at a General or Management Committee meeting of the Association
- When an account must be paid prior to the next General or Management Committee meeting approval from two (2) other Management Committee members of the Association must be obtained and this action must be endorsed at the next General or Management Committee meeting
- Issue receipts for all monies that are received by the Association
- Prepare and present a written financial statement at each General and Management Committee meeting of the Association
- Provide this written report for the management committee meetings 4 days prior to the meeting to the secretary for distribution before the committee meeting
- Prepare an annual budget (in consultation with Management Committee) projecting income and expenses of the Association at the commencement of each financial year
- Present the books of the Association to the Auditor at the end of each financial year. A financial report will be presented at the Annual General Meeting
- Submit appropriate tax forms relating to GST as required
- Provide leadership to support roles as required
- Nominate an auditor at each Annual General Meeting for the following year
- Ensure written handover of all relevant information to incoming treasurer
- Review newsletter and feedback to editor any changes as required

## **ROLES & RESPONSIBILITIES OF THE TREASURER cont.**

In collaboration with the Secretariat to ensure

- Receipt and record membership subscriptions
- Maintain a membership database containing personal records and financial status
- Maintain a database for ACORN records and Journal distribution which is notified to ACORN Secretariat on 1 June of each year for the purpose of capitation
- Post membership renewals at monthly intervals
- Maintain a record of non financial members for five years
- Reimburse percentage of subscription fees to branches at three monthly intervals including updated membership lists following receipt by reports by the PNAQ Secretariat
- Maintain supplies of stationery
- Maintain files of membership renewals (hardcopy)

## **ROLES & RESPONSIBILITIES OF THE ACORN DIRECTOR and REPRESENTATIVE TO PNAQ**

The ACORN Director and Representative will be responsible for the following, but may not be limited to:

- Attend all General, Management Annual General and extraordinary meetings of the Association in accordance with the Constitution
- Attend all ACORN Board meetings, presenting the view of their State members
- Provide leadership to support roles as required
- Provide a written report for the management committee meetings 4 days prior to the meeting to the secretary for distribution before the committee meeting.
- Submit written report for the newsletter as per schedule and following ACORN meetings
- Liaise with the secretary for the sale and distribution of ACORN merchandise and publications. Ensure promotion of these items at the State conference
- Consult with PNAQ members when necessary and encourage participation in feedback for projects being undertaken; i.e. Standards Review
- Maintain correspondence and telephone/fax/email contact with other State ACORN Directors and Representatives as required
- Distribute information relating to ACORN, and ACORN grant forms as required or requested
- Ensure all criteria are met prior to grant applications being forwarded to ACORN Board for consideration
- Ensure written handover of all relevant information to incoming ACORN Director and Representative
- Review newsletter and feedback to editor any changes as required

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## ROLES & RESPONSIBILITIES OF THE CONFERENCE CONVENOR

The Conference Convenor is responsible for though not limited to the following:

- Attend all General, Management Annual General and extraordinary meetings of the Association in accordance with the Constitution
- Report on a monthly basis to the Management Committee regarding outcomes from the past conference and the status of the upcoming conference
- Provide a newsletter submission on a monthly basis regarding outcomes from the past conference and the status of the upcoming conference
- Ensure that suitable time is allocated for successful handover of responsibilities to incoming Convenor
- It is an expectation that potential incoming office bearers fulfil a support role to the Convenor
- The Conference Convenor coordinates opportunities in consultation with the Management Committee, all activities involved with the Conference and the Nurse Leaders and Nurse Educators Forums, incorporating peer education, professional and trade networking
- Seek opportunities for promotion and ongoing recognition of the conference
- Coordination involves delegation to and regular meetings with all support personnel including;
  - o Professional Conference Organiser (PCO)
  - o Conference Support Team (association members and other interested parties)

## ROLES & RESPONSIBILITIES OF THE CONFERENCE CONVENOR cont.

- Essential tasks can be characterised by though not limited to the following categories:
  - Source a PCO, retain and manage their services
  - Negotiate and establish appropriate financial relationships and outcomes with the PCO
  - Create an environment conducive to maximise potential sponsorship opportunities
  - Consider all preferences and options submitted by association members and trade members
  - Marketing & Communication Strategies including Newsletter submission, flyers, approved mail outs (post & email)
  - 3 day schedule determination – Nurse Leaders and Nurse Educators Forums & 2 days of Conference
  - Research and Poster competition / prize liaison
  - Industry representative liaison in terms of trade representation through sponsorship
  - Analysis of delegate and trade evaluation forms and review for Management Committee
  - Delegate the following tasks to the PCO and approve as required;
    - venue research, selection & negotiation
    - liaison for registration and accommodation of delegates, trade & presenters
    - production and printing of conference program and promotional flyers
    - sponsorship packages & sales
    - trade display sales coordination including physical build
    - management of conference presenters
    - support in the management of some social functions
    - technical support and management
    - gift, memento, awards and satchel selection
    - administer the annual awards process
    - onsite co-ordination of competitions and collection of evaluations
- Provide leadership to support roles as required
- Review draft newsletter and feedback to editor any changes as required

# STATE BRANCH SUPPORT POSITIONS

Consisting of;

- o Newsletter Editor
- o Education Officer and Assistant Education Officer
- o Research Officer
- o Web Coordinator and Assistant Web Coordinator and Branch Liaison Officer
- o Archiving Officer and Assistant Archiving Officer
- o Secretariat

With the exception of the Secretariat;

All positions are voluntary and do not attract any remuneration.

All positions are held by members who must be financial.

## ROLES & RESPONSIBILITIES OF THE NEWSLETTER EDITOR

The Newsletter Editor will be responsible for though not be limited to:

- Publishing minimum of six (6) newsletters per year for the purpose of information and education of the membership.
  - Develop an annual Newsletter schedule which incorporates;
    - Suggested items and person responsible
    - Due dates for items submission
      - Editing
      - First draft production,
      - Management Committee review
      - Printing and postage
  - Edit items submitted for publication and return to Secretariat prior to the due date as per the newsletter schedule
  - Where content exceeds print space review content and layout to ensure items make sense and fit for the first draft
  - Address feedback of first draft from Management Committee and liaise with Secretariat for final version readiness.
- Receive, forward and follow up items, reports and articles for the newsletter as per the Newsletter Schedule
- Facilitate communication from the Management Committee to the membership on matters pertaining to the regulation, standards and guidelines issued by the profession, industrial and regulatory bodies via standard newsletter headings;
  - President Report
  - Education Corner
  - Research Corner
  - Conference Report
  - ACORN Report
- Advertise grants, scholarships and educational opportunities to the members.
- Ensure the Management Committee has reviewed and ratified the newsletter prior to publication as per the newsletter schedule.
- Ensure the President is informed of publishing dates at the commencement of their term as per the newsletter schedule.
- Provide a written report for the management committee meetings 4 days prior to the meeting to the secretary for distribution before the committee meeting.
- Ensure written handover of all relevant information to incoming Newsletter Editor.

## **ROLES & RESPONSIBILITIES OF THE EDUCATION OFFICER**

The Education Officer is responsible for though not limited to the following:

- Establish and implement an educational strategy for the Association.
- Ensure that each educational activity planned is responsive to needs identified by members.
- Evaluate the effectiveness of the programmes provided.
- Assist with planning the educational content for the State Conference.
- Support the host hospital in planning and implementing general meeting education sessions.
- Ensure general meeting education sessions are communicated to members through the Communication/Newsletter Officer for publication in the newsletter.
- Provide a written report for the management committee meetings 4 days prior to the meeting to the secretary for distribution before the committee meeting
- Provision of Self Reflective Learning Tool at all Education Sessions
- Ensure written handover of all relevant information to incoming Education and Officer.

## **ROLE & RESPONSIBILITIES OF THE ASSISTANT EDUCATION OFFICER**

- Support and assist the Education Officers role and responsibilities

## **ROLES & RESPONSIBILITIES OF THE RESEARCH OFFICER**

The Research Officer is responsible for though not limited to the following:

- Establish and implement a research strategy for the Association.
- Develop and implement research audits/surveys involving members
- Assist in acquiring research grants for the Association and members
- Develop Scientific Program of MNAQ Conference and review all abstracts
- Present a selection of abstracts for inclusion in conference program
- Keep the Association and members informed of current research projects
- Record all relevant research projects occurring within the Perioperative field
- Provide a written report for the management committee meetings 4 days prior to the meeting to the secretary for distribution before the committee meeting.
- Ensure written handover of all relevant information to incoming Research Officer.

## **ROLES & RESPONSIBILITIES OF THE WEB COORDINATOR**

The Web Page Coordinator will be responsible for though not limited to:

- Ensure the Management Committee has reviewed and ratified the Web page content prior to publications on the Web page.
- Present the Management Committee with information and estimated costs for posting and maintaining our own web page with a link from the ACORN site.
- Developing and evaluating an acceptable web page format for approval by the Management Committee. Taking into consideration;
  - Font size and type
  - Layout design
  - Directory layout
  - Sub Menu pages
  - Content;
    - PNAQ Structure
    - Objectives
    - Contact Details
    - Membership Application
    - Calendar of Events
    - Grant Application
    - Education and Research
    - Branch information
- Ensure the information on our Web page is current by updating the information and changes in a timely manner.
- Provide a written report for the management committee meetings 4 days prior to the meeting to the secretary for distribution before the committee meeting and for discussion/action at meetings
- Ensure written handover of all relevant information to incoming Web Page Coordinator

## **ROLES & RESPONSIBILITIES OF THE ASSISTANT WEB COORDINATOR & BRANCH LIASION**

- Support and assist the Web Page Coordinator and the Branch Liaisons roles and responsibilities specifically to ensure regular updates to Branch material on the website.

## **ROLES & RESPONSIBILITIES OF THE ARCHIVING OFFICER**

- Prepare a plan for the purpose of archiving the records of the association so that the history of the association is available for future use by members and/or researchers as approved by the Management Committee
- Ensure processes and strategies address achieving objectives as outlined by the State Library of Queensland
- Communicate the plan to the Management Committee and report on progress
- Commence the process of archiving records
- Provide feedback to membership via newsletter articles

## **ROLES & RESPONSIBILITIES OF THE ASSISTANT ARCHIVING OFFICER**

- Support and assist the Archiving Officers role and responsibilities.

## ROLES & RESPONSIBILITIES OF THE SECRETARIAT

The Secretariat is responsible for though not limited to the following:

- Assist the secretary as required in accurately recording the minutes at Management Committee meetings and other meetings.
- Provide the President or Representative with a written copy of the meeting for signing when the minutes have been confirmed as a true and accurate record of the meeting.
- Circulate copies of the minutes within two (2) weeks of the meeting to members of the Management Committee.
- Prepare an agenda for each meeting as directed by the President or Representative and circulate to Management Committee one (1) week prior to the meeting.
- Record amendments and alterations to the minutes.
- Ensure written handover of all relevant information to incoming Secretariat.
- Review newsletter and feedback to editor any changes as required.
- Action membership applications and renewals in collaboration with the Honorary Treasurer.
- Maintain Membership Database and generate membership as requested by the Management Committee.
- Assist Newsletter Editor as required with
  - The Receiving, forward and follow up items, reports and articles for the newsletter as per the Newsletter Schedule
- Formatting edited newsletter items in Publisher and circulate as a PDF document for review by the Management Committee prior to sending to the Web Coordinator for uploading on the website.
- There maybe additional duties or requests. These must be defined and ratified by the president.
- Organisation of the central office including ongoing coordination of office and stationery needs.

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## ROLES & RESPONSIBILITIES OF THE SECRETARIAT cont.

- Notify Management Committee and Committee Chairpersons and distribute mail as appropriate.
- Record a monthly mail log of all incoming and outgoing communication (post, email and verbal) Keep a record of all the inward and outward correspondence of the Association.
- Present a written report of inward and outward correspondence at all General and Management committee meetings.
- Collect mail from the Post Office box no less than once per week as required and distribute appropriately, that is:
  - Membership & accounts to Treasurer
  - Advise the President of any urgent correspondence
- Electronic archiving of the Association's files.
- Compilation of business correspondence on behalf of the Management Committee as required.
- Distribution of correspondence on behalf of the Management Committee once approved.
- Distribution of general information to the Association's members as requested.
- Coordination of the annual report including contributions, collation and printing in collaboration with the Secretary.
- Coordination of all requirements for annual general meeting including minutes.
- Attendance during the registration period of the Annual Conference to manage the needs and enquires of the Association members.
- Coordination of the Association's exhibition booth at the Annual Conference of the Association (this does not include staffing the booth during the conference though this can be done if requested).
- Coordination of communications and distribution of information to the Association's Branches as required.

# BRANCH OFFICE BEARERS

Consisting of;

- o Chairperson
- o Secretary
- o Minute Secretary
- o Treasurer
- o Branch Liaison

All positions are voluntary and do not attract any remuneration.  
All positions are held by members who must be financial

## **ROLES & RESPONSIBILITIES OF THE BRANCH CHAIRPERSON**

The Chairperson is responsible for the coordination of the activities of their Branch of the PNAQ Inc.

This includes though does not limit to the following:

- Preside at all meetings of the Branch.
- Provide a written Annual report to the Management Committee for the Association's Annual General Meeting. This report includes details of the Incoming Elected Branch Executive, Meeting Dates for the Year, Planned Branch Educational Activities, Banking Details and Audit Information. (Format is outlined in the Appendix as BRANCH ANNUAL GENERAL MEETING REPORT). Additionally, information on branch activities and photographs are welcome for inclusion in the Annual Report.
- Prepare an agenda for Branch meetings in collaboration with the Branch Secretary.
- Cast a deciding vote on issues not resolved by a majority vote of the meeting.
- Ensure all matters for the Branch are in order prior to handover to incoming Chairperson.

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## ROLES & RESPONSIBILITIES OF THE BRANCH SECRETARY

The Branch Secretary is responsible for the following but may not be limited to:

- Attend all meetings of the Branch or organise a proxy.
- Arrange venues for all meetings of the Branch if required.
- Keep a record of all the inward and outward correspondence of the Branch.
- Present a written report of inward and outward correspondence at all committee meetings.
- Produce reports and correspondence as a word document for archiving.
- Assist Committee Officers with record keeping.
- Collect mail from the Post Office box on a regular basis.
- Forward incoming monies and accounts to the Treasurer.
- Advise the Chairperson of any correspondence requiring urgent attention.
- Write letters on behalf of the Branch as directed by the Chairperson and/or the meeting.
- Notify all members of the Branch of their Annual General meeting at least one (1) month prior to the date of that meeting via email, posters and the Newsletter.
- Ensure a current copy of the Constitution is available to financial members of the Branch.
- Assist the Branch Committee to review the Resource Manual on a yearly basis.
- Maintain a petty cash book for expenses in relation to the conduct of the Secretary's role (stamps, etc).
- Forward the petty cash book to the Treasurer at the end of each financial year for auditing.
- Provide stationery for the Branch Committee as requested.

**ROLES & RESPONSIBILITIES OF THE BRANCH SECRETARY cont.**

- Call for nominations for vacant Management Committee positions as per the constitution.
- Call for nominations for committee chairpersons one (1) month prior to the Branch Annual General Meeting.
- Provide details of the role to any member interested in nominating for a position.
- Distribute Branch meeting minutes to Chairperson.
- Provide Branch Committee contact details to State Management Committee, and update as required.
- Ensure written handover of all relevant information to incoming Branch Secretary.

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## ROLES & RESPONSIBILITIES OF THE BRANCH MINUTE SECRETARY

The Branch Minute Secretary is responsible for the following, but may not be limited to:

- Accurately record all business of the Branch transacted at all Branch meetings.
- Record the minutes as a word document using the appropriate meeting format.
- Save the minutes for archiving, once minutes are ratified send an electronic copy to the PNAQ Secretariat.
- Provide the Chairperson or Representative with a written copy of the meeting for signing when the minutes have been confirmed as a true and accurate record of the meeting.
- Prepare an agenda for each meeting as directed by the Chairperson or Representative and circulate to Branch committee one (1) week prior to the meeting.
- Provide additional copies of the agenda and minutes of the previous minutes for the meeting.
- Record amendments and alterations to the minutes.
- Circulate an attendance book at each meeting.
- Record the names of attendees in the minutes
- Maintain minutes in a secure and safe manner
- Ensure written handover of all relevant information to incoming Branch Minute secretary.

If the Branch does not have a Minute Secretary the Secretary will assume these responsibilities.

## **ROLES & RESPONSIBILITIES OF THE BRANCH TREASURER**

The Branch Treasurer is responsible for the following, but may not be limited to:

- Responsible to the Association for all finances incoming and outgoing.
- Maintain an accurate record of all receipts and expenditure of the Branch in the appropriate books and/or computer files.
- Payment of accounts incurred by the Branch following presentation of accounts for payment at a meeting of the Branch.
- When an account must be paid prior to the next Committee meeting approval from two (2) other Committee members of the Branch must be obtained and this action must be endorsed at the next Committee meeting.
- Issue receipts for all monies that are received by the Branch.
- Prepare and present a written financial statement at each Committee meeting of the Branch.
- Prepare an annual budget (in consultation with Committee) projecting income and expenses of the Branch at the commencement of each financial year.
- Present the books of the Branch to the Auditor at the end of each financial year. A financial report will be presented at the Annual General Meeting and be included in the Chairpersons report for the Management Committee.
- Nominate an auditor at each Annual General Meeting for the following year.
- Ensure written handover of all relevant information to incoming Branch Treasurer.

## ROLES & RESPONSIBILITIES OF THE BRANCH LIAISON

The Branch Liaison is responsible for the following, but may not be limited to:

- Provide direct communication links between the Branch and the State Management Committee
- Attend and represent the Branch members at Branch Liaison Meetings (Branch Strategic Forum and Conference Meeting)
- Provide a written report to the Branch Members (via Branch General Meetings) any information pertaining to the Branch discussed or forwarded from the State Branch Liaison Officer or the above mentioned meetings
- Ensure written hand over of all relevant information to incoming Branch Liaison
- Provide Branch Officials contact details to the State Branch Liaison Officer after Branch AGM and at Branch Liaison Meetings
- Participate in Branch Committee decision making
- Liaise between hospitals and members within your Branch
- Support the preparation of your Branch's contribution to the Newsletter.
- Contact the Secrerariat seven (7) days prior to Branch meetings and education sessions to obtain current, active membership

# APPENDIX



## APPENDIX 2

### STATE AND BRANCH RESPONSIBILITIES

#### Branch Responsibilities to the State

- The following responsibilities are linked directly to the receipt of capitation funding;
  - Send minutes of all meetings, planned activities for the year and retrospective information for past 12 months in electronic format.
  - Provide date and details of Education Sessions for the upcoming calendar year
  - Branches to have AGM in Sept each year
  - Branch executive details, Auditors report and Branch report after Sept. AGM and when details change (as per 'Branch Annual General Meeting Report' template on page 35)
  - To ensure bank details and signatories are up to date and updated (as per 'Branch Annual General Meeting Report' template on page 35)
  - To have a minimum amount of general meetings (as per constitution)
- To supply content for newsletter contribution
- Branch secretary to ask for stationary items
- To fund one member to the Country Strategic forum each year (Northern Conference) airfare & accommodation
- Inform of any professional issues
- Contribute information on speakers/workshops/conference material
- Assist with archiving of past material
- Encourage grants/scholarship information to be passed on
- Encourage and drive membership
- Raise profile of PNAQ

#### State Responsibilities to the Branches

- Ensure minutes of general meetings are posted to the website
- Communicate representation on professional bodies/issues (via newsletter and general meeting minutes)
- Fund a member from each branch to the Branch Strategic Forum each year with costs reimbursed as advised
- Provide updated current membership list bi-annually (May – September)
- Provide stationery to branch secretaries
- Supply membership reimbursements annually based on receipt of information to address audit requirements (see Branch Annual General Meeting Report template on page 33)
- Inform of membership fee structure
- Assist with addressing professional issues
- Sharing resources
- Develop database of workshop/conference resources/speakers
- Encourage grants/scholarship information to be passed on
- Encourage and drive membership
- Support appropriate accountability for financial management of Branch funds

## STATE AND BRANCH RESPONSIBILITIES cont.

### Branch Responsibilities to the Members

- Education - workshops – clinical presentations
- Fund a member to the Branch Strategic Forum each year airfare & accommodation to be reimbursed
- Inform/tabling of professional issues
- Minutes and agendas (as per Resource Manual) distributed to members
- Communicate/distribute relevant flyers/leaflets
- Encourage grants/scholarship information to be passed on
- Encourage new members to join and remind existing members to renew their membership
- Appropriate accountability for financial management
- Table newsletter articles at meeting prior to sending to Newsletter Editor for publishing

## BRANCH ANNUAL GENERAL MEETING REPORT

<b>Branch Name:</b>	
<b>Incoming Elected Branch Executive:</b>	
<b>President:</b>	Name: Address:  Phone: (h) (w) (m) Email:
<b>Secretary:</b>	Name: Address:  Phone: (h) (w) (m) Email:
<b>Treasurer:</b>	Name: Address:  Phone: (h) (w) (m) Email:
<b>Number of Members:</b>	
Financial:	
Unfinancial:	
<b>Meeting Dates for the Year:</b>	
<b>Planned Branch Education Activities:</b>	
<b>Banking Details:</b>	
Institution:	
Account Name: BSB Number: Account Number:	
Signatories:	
<b>Audit Information:</b>	
Date: Auditor:	
<b>President's Signature:</b>	
<b>Date:</b>	

## APPENDIX 3

### GUIDELINES FOR PREPARING A BUDGET

#### **Management Committee**

Management Committee and Support Role members will identify items and allocate funds at the Management Committee Strategic Planning Meeting.

Using this framework the Treasurer prepares and presents a budget forecast (income and expenditure) to the next Management Committee.

Once accepted the Treasurer presents the budget forecast (income and expenditure) at the first General Meeting of the Association each year (February meeting). The budget will cover the financial year from July to June.

Management Committee and Support Role members are expected to operate within the financial parameters detailed within the budget, to achieve the stated objectives of the association.

Management Committee and Support Role members are expected to monitor the financial expenditure and income, and report any notable surplus or deficit to the Management Committee.

Approval by the Management Committee is required for proposed alterations to specific items of expenditure, notwithstanding that the total expenditure for each category remains the same as budgeted.

#### **Branches**

As above, substitute Branch Committee Members for Management Committee and support role members.

## APPENDIX 4

### GUIDELINES FOR REIMBURSEMENT OF EXPENSES INCURRED WHEN REPRESENTING PNAQ Inc

**Airfares:**

All airfares should be booked 21 days in advance to take advantage of the cheapest airfare available. Please note this may mean that you may have to stay away over a Saturday night. All air travel being paid for by PNAQ Inc must be booked through the Travel Agent designated by the Association.

**Accommodation:**

Accommodation expenses will be paid for, or reimbursed at the cheapest conference rate quoted on the Registration Brochure; this will be at the discretion of the PNAQ Inc Management Committee.

## APPENDIX 5



### INFORMATION ON PNAQ GRANTS

The Perioperative Nurses Association of Queensland Inc are committed to providing funding in a number of categories to assist financial members undertake educational and research activities that will contribute to the advancement of Perioperative nursing.

#### Categories of Grants:

1. PNAQ Inc Funding Grant
2. PNAQ Inc Research Grant
3. Yari Sivvers Scholarship
4. Jackie Taylor Memorial Scholarship

#### Essential Selection Criteria:

- Applicant must be a current active member of the PNAQ Inc.
- Applicant must have at least two (2) years of continuous membership of the PNAQ Inc. (with the exception of the Yari Sivvers scholarship)
- Amount of financial assistance granted shall be in accordance with the specific grant applied for.
- Applications are to be lodged with the Secretary PNAQ Inc. by the published closing date.
- Applications for funding grants without a specified closing date must be submitted a minimum of six (6) weeks prior to the funding being required to allow sufficient time for consideration of the funding grant.
- Applicant must fully complete both pages of the application form.
- The decision of the PNAQ Inc. Management Committee is final and no correspondence will be entered into.

#### Conditions of Receiving Grant / Scholarship:

- Successful applicants will be required to submit a report to the Secretary PNAQ Inc. within four (4) weeks of the event for which the funding was granted.
- The report must be of a standard suitable for publishing in the PNAQ Inc. newsletter.
- Funding grants will be available once only, to any individual member within a two (2) year period.

## Categories of Grants Cont:

### **PNAQ Inc. Funding Grant:**

This grant is available to Perioperative nurses who request funding for assistance to attend a conference, seminar or meeting related to Perioperative nursing. The funding limit of this grant is \$1,000.

### **PNAQ Inc. Research Grant:**

This grant is available to Perioperative nurses who request funding up to the amount of \$5,000 to facilitate the conduct of evidenced based research that will advance Perioperative nursing.

NB This grant is not available for private research.

### **Yari Sivvers Scholarship:**

This is an annual scholarship to honour the memory of Yari Sivvers. Yari contributed tirelessly to the advancement of Perioperative nursing and was a committed member of PNAQ Far Northern Branch.

The Yari Sivvers Scholarship is available to a Perioperative nurse from North Queensland who is currently enrolled in a recognised post basic Perioperative education program. Funding is to the value of \$500 towards attending the annual PNAQ Inc Conference.

### **Jackie Taylor Memorial Scholarship:**

This is a biennial bursary to honour the memory of Jackie Taylor who contributed to the advancement of Perioperative nursing through her commitment to PNAQ serving as Treasurer, ACORN Representative and ACORN Director. The Jackie Taylor Memorial Scholarship is to the value of \$2,000 will be awarded to a Perioperative nurse to assist with Perioperative professional development.



Please state any previous funding you have received from **PNAQ Inc:** Year: \_\_\_\_\_ Amount Received \_\_\_\_\_

Please state any previous funding you have received from **ACORN Ltd:** Year: \_\_\_\_\_ Amount Received \_\_\_\_\_

Have you applied for any additional financial assistance from other sources for the same event? No  Yes

If Yes please provide details: \_\_\_\_\_

Breakdown of Costs:	Total cost	Paying for yourself	Financial Assistance sort for	(Office use only ) Funded
Registration Fee:				
Accommodation:				
Airfares:				
Other Relevant Expenses:				
Total				

**Please Note:**

Applications which do not contain all the requested information will not be considered. A grant from ACORN or other financial assistance for the same event for which this funding is being awarded may exclude you from receiving a PNAQ Inc funding grant.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Received by Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Tabled at Management Committee Meeting Date: \_\_\_\_\_

Grant Awarded: No  Yes  Amount \_\_\_\_\_

Applicant Notified: No  Yes  Date: \_\_\_\_\_

Report Received: No  Yes  Date: \_\_\_\_\_

Signature of President: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX 6

### AGENDA FORMATS

#### PNAQ: MANAGEMENT COMMITTEE MEETING

Date..... /.../... 20....

1. Opening by President, and Approval of Agenda
2. Present
3. Apologies
4. Confirmation of Minutes from previous meeting
5. Outstanding Actions
6. Business Arising
7. Correspondence
8. Accounts for payment
9. Reports
  - a. President's
  - b. ACORN
  - c. Education
  - d. Research
  - e. Newsletter
  - f. Web page
10. Special Motions on Notice
11. Business

Date of next Meeting

Leave of Absence

Closure by President

## PNAQ: ANNUAL GENERAL MEETING

Meetings will be held at the Annual Conference

Date ----/----/-----

### **Quorum – As per the Constitution 22.1**

The number of members required to constitute a quorum shall be double the number of members presently on the committee plus 1

1. Meeting opened by the President or Representative
2. Approval of Agenda
3. Apologies
4. Confirmation of Minutes from previous meeting
5. Business arising
  - a. .
  - b. .
  - c. .
  - d. .
6. President's Report
7. Correspondence
8. Financial Statement
9. Receiving of Auditor's Report
10. Presentation of Auditor's Report for adoption
11. Appointment of Auditor and fixing of his /her remuneration
12. Payment of ACORN Director and Representative expenses
13. ACORN Report
14. Reports from Branches
15. Election of Management Committee and Committee Support Roles
16. New Business
  - a.
  - b.
  - c.
  - d.
17. Next Meeting – Date / Venue
18. Meeting Closed by President or Representative

## **PNAQ: GENERAL MEETING**

Date.../.../... 20....

Opening by President, and Approval of Agenda

Apologies

Confirmation of Minutes from previous meeting

Business Arising

Reports

Management Committee

ACORN

Committee

Special Motions on Notice

New Business

1.

2.

3.

4.

5.

Date of next Meeting

Leave of Absence

Closure by President

**PNAQ: \_\_\_\_\_ BRANCH MEETING**

Date ----/----/-----

Venue:

Branch Committee Members – Chairperson, Secretary, Treasurer, Country Liaison

**Quorum**

1. Meeting opened by Chairperson or Representative
2. Present
3. Apologies
4. Confirmation of Previous Minutes
5. Business arising
  - a.
  - b.
  - c.
  - d.
6. Secretary's Report
  - a. Correspondence in
  - b. Correspondence Out
7. Treasurer's Report
8. State Newsletter Items
9. Education
10. New Business
  - a.
  - b.
  - c.
  - d.
11. Next Meeting Agenda Items

Leave of Absence

Next Meeting – Date / Venue

Meeting Closed by Chairperson or Representative

## APPENDIX 7

### MINUTES & ACTION PLAN

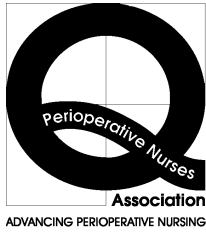
#### MANAGEMENT COMMITTEE MEETING

#### Venue & Date

<b>Meeting Opened</b>		President's Signature:	
<b>Attendance:</b>			
<b>Apologies</b>			
<b>Previous Minutes:</b>	Moved:		
	Seconded:		
<b>Outstanding Actions:</b>	<b>from previous minutes</b>		
	<b>Discussion</b>	<b>Originally Minuted</b>	<b>Action</b>
<b>Business Arising:</b>			
	<b>Discussion</b>	<b>Committee Process</b>	<b>Action</b>
	~		
<b>Office Bearers Reports</b>			
President	~		
Treasurer	~		
Secretary	~		
Conference	~		
ACORN	~		
Education	~		
Research	~		
Newsletter	~		
<b>Business Arising</b>			
	~		
<b>Meeting Closed:</b>			
<b>Next Meeting:</b>			



## APPENDIX 8



## COMMITTEE NOMINATION FORMS

**P.O. Box 2518 Brisbane Qld 4001**

**PNAQ State Branch,**

**Management Committee - NOMINATION FORM**

***(nominations can only be accepted from current PNAQ Financial members)***

### Nomination of

Name \_\_\_\_\_

Address \_\_\_\_\_

**We** \_\_\_\_\_ **Proposer**

*(name)* \_\_\_\_\_

**Of** \_\_\_\_\_  
*(address)*

*(signature)* \_\_\_\_\_

**And** \_\_\_\_\_ **Seconded**

*(name)* \_\_\_\_\_

**Of** \_\_\_\_\_  
*(address)*

*(signature)* \_\_\_\_\_

**declare that we are members of the Perioperative Nurses Association of Queensland Inc. and do nominate the above – named person for the position stated.**

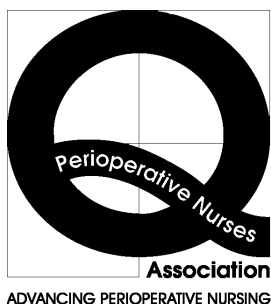
**I,** \_\_\_\_\_  
*(name)*

*(signature)* \_\_\_\_\_

**Accept nomination for the position of** \_\_\_\_\_  
*(position)*

### Professional Profile:

1. Present employment.
2. Other professional experience.
3. Qualifications
4. Positions held within the PNAQ.
5. Goals and outcomes for the PNAQ.

**APPENDIX 9****CALL FOR NOMINATIONS**

**P.O. Box 2518 Brisbane Qld 4001**  
**PNAQ State Branch,**

**CALL FOR NOMINATIONS**

**200- / 200- Executive Management Committee**

To all members of the Perioperative Nurses Association of Queensland, this is a call for nominations to vacant positions on the Executive Management Committee. We welcome nominations to the positions outlined below.

The nomination form is attached (*this form maybe photocopied*).

**Vacancies** (remove those which do not apply for any given year):-

1. **PRESIDENT ELECT** (*one year term + two year term as President + one year term as Past President*).
2. **SECRETARY** (*two year term*).
3. **TREASURER** (*two year term*)
4. **CONFERENCE CONVENOR** (*two year term*)
5. **ACORN REPRESENTATIVE** (*two year term + two year term as ACORN Director*)
6. **EDUCATION OFFICER and ASSISTANT EDUCATION OFFICER** (*one year term*).
7. **RESEARCH OFFICER** (*one year term*).
8. **NEWSLETTER EDITOR** (*one year term*).
9. **WEB PAGE COORDINATOR and ASSISTANT WEB PAGE COORDINATOR** (*one year term*).
10. **ARCHIVING OFFICER and ASSISTANT ARCHIVING OFFICER** (*one year term*).

The person(s) nominated and the proposer and seconder must be members of the PNAQ. The nomination(s) must be accompanied by a personal and professional profile of the person nominated.

The same person may be nominated for more than one position. The election(s) will be conducted in the order in which the positions on this nomination form occur. Where a person is elected to a position their candidature for a position lower on the form will be withdrawn.

The person nominated for most positions must have been a member of PNAQ Inc for at least 12 Months. For ACORN Representative the person nominated must have served at least 2 years on the Management Committee.

# APPENDIX 10

## PNAQ MEMBERSHIP INFORMATION & FORM

Note: This can also be completed online at [www.pnaq.net.au](http://www.pnaq.net.au)



*Perioperative Nurses Association of Queensland Inc.*

### *Membership Information & Application for Membership*

**Membership Benefits**

- Receive subsidised registration fees to affiliated educational activities, local state and interstate
- Free bi-monthly education sessions - supporting your professional development for nursing audits and CV
- ACORN Journal X 4 per year
- PNAQ Online Newsletter X 8 per year
- Access to PNAQ website
- Access to ACORN website members forums
- Opportunity to apply for Scholarships and Grants
- Easy access to nation wide Perioperative Nursing networks
- Professional recognition
- Membership fees are tax deductible

**PNAQ Objectives**

- To advocate for the professional and economic status of members of PNAQ Inc.
- To promote professional development, education & research in Perioperative Practice.
- To provide expert advice to external bodies on issues of Perioperative Nursing Practice
- To liaise with National and International bodies on matters pertaining to Perioperative Nursing.
- To promote unity within PNAQ Inc to strengthen the national voice for Perioperative Nursing
- To promote PNAQ as a professional supportive network throughout health facilities within Queensland
- To provide a resource network for Perioperative Nurses in their field/external advice to external bodies.
- To develop, lead and nurture nurses in Perioperative practice through professional development, education and research opportunities

Title: Ms / Mrs / Miss / Mr

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb/City \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Employer/Hospital: \_\_\_\_\_

Practice Stream: Clinical  Management  Education

Position: AIN  Enrolled Nurse  Registered Nurse  Level \_\_\_\_\_

PNAQ Branch: \_\_\_\_\_

Introduced by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

PNAQ Committee Position Held: \_\_\_\_\_ Year: \_\_\_\_\_

I agree to become a member of Australian College of Operating Room Nurses Limited and to be bound by the memorandum and articles of the As association.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

### Membership Payment Details

**Annual Membership Fee \$68.00** (subject to change at AGM)

- Please note that you are not required to forward payment with this Membership Application Form.
- Your membership fee is to be paid upon receipt of a Tax Invoice forwarded once your membership is approved by the PNAQ Management Committee.
- Your membership will become active and you will receive a Membership card and number upon receipt of your membership fee payment.
- Membership fees will be due annually on 1 April. A Tax Invoice will be forwarded to you two months prior to the due date.

Office use only: Membership considered by committee: Date \_\_\_/\_\_\_/200\_\_

Accepted / Rejected Signed: \_\_\_\_\_ Applicant notified: Date \_\_\_/\_\_\_/200\_\_

The personal information you supply as part of your membership application will only be used for ACORN and PNAQ business. The information collected will not be disclosed to a third party.

Please forward your completed application by POST: PNAQ Inc PO Box 2518 Brisbane Qld 4001, Or FAX: 07 3314 7062

**em ail: [pnaq@pnaq.net.au](mailto:pnaq@pnaq.net.au)**

**[www.pnaq.net.au](http://www.pnaq.net.au)**

February 2008

## APPENDIX 11

### Life Membership Criteria and Nomination Form

#### Statement

The Perioperative Nurses Association of Queensland (PNAQ) recognises those who have made an outstanding contribution to the existence or effectiveness of the Association and/or Perioperative Nursing during their long standing membership. PNAQ acknowledges this through awarding the status of Life Member of the organisation.

Notification and awarding of the Life Membership shall take place at the Annual State Conference Awards Dinner.

#### Objectives

Perioperative nurses who have demonstrated consistent membership over a period of 15 years and who have been supportive of perioperative nursing in a variety of ways may be eligible for Life Membership.

#### Selection Criteria

- Evidence of substantive service to perioperative nursing;
- Be a full financial member of PNAQ for at least 15 years consecutively;
- Currently working in perioperative nursing or;
- Retired from the perioperative nursing workforce

#### Process

Nominations must be received at least 12 weeks prior to the Annual Conference Date.

Committee members or other members of PNAQ (must be a full financial member) complete the nomination form recommending an individual perioperative nurse become a life-member. Within the recommendation an explanation of no more than 600 words is provided to support the recommendation.

The committee will review the recommendation in accordance with the life-membership criteria and vote whether they consider the person is an appropriate person for life membership.

Once the committee approves the nomination a certificate is awarded.

### Selection Criteria

Nominee must achieve 20 points in accordance with the following selection criteria

Selection Criteria	Points	Total Points
Consistent member of PNAQ for 15 years	10	
The Director of ACORN	10	
Regular attendance at PNAQ Conferences, meetings & Educational sessions	5	
Active member of the PNAQ Committee	10	
Participated in ACORN activities	5	
Participated in research pertaining to Perioperative Nursing	5	
Presented at nursing educational activities and conferences.	5	
<b>Total Points</b>		

**Process Approved by the PNAQ Committee:** .....

Signed: ..... (President)

Signed: ..... (Secretary)



## APPENDIX 12

### LETTER TEMPLATE Re: Responsibilities of Representatives of the PNAQ on External Committees

Date:

Dear...

On behalf of the Executive Committee, I wish to congratulate you on your appointment as the PNAQ representative on the .....

The following details are your responsibilities as our representative;

1. attend all relevant meetings;
2. present a written report at each PNAQ management committee meeting;
3. provide a report at General PNAQ Meetings;
4. write a regular report for the Newsletter ;
5. convey the views of PNAQ members;
6. notify to designated proxy if unable to attend meetings.

Thank you for accepting this responsibility and hope that your experiences as our representative will be rewarding for both you and our Association.

Yours sincerely

**President PNAQ**

# APPENDIX 13

## Map of Queensland Outlining Branch Boundaries



## APPENDIX 14

### Flying Minute Process

Where there is insufficient business to justify a committee meeting but there are one or a number of items of urgency requiring attention, or if there is an urgent matter for consideration between meetings, any Executive committee member may propose a flying minute to gain decision(s) by consulting executive members with a flying minute.

The flying minute can be sent via email or text and should contain

- the necessary background information in relation to the matter(s) being canvassed
- a form of motion proposed in relation to the matter(s) or the suggested outcomes(s);
- the motion must have a seconder before it proceeds to vote from the remaining members and the seconder understands that they are agreeing with the motion(s)
- a section which is to be completed by members and returned by the specific deadline which states that they agree or disagree with the draft motion
- Executive members can either agree, disagree or abstain and the flying minute process is only complete when all Executive members have responded.

If sent via text it needs to be followed up/supported by an email

A minimum of four (4) executive members are required to confirm the motion and if it is accepted/rejected

The Secretary shall log as an agenda item at the next Committee Meeting occurring after the transmission of the flying minute and shall include

- an item which reports on the consultation of members by flying minute
- outcome of that consultation
- the motion as adopted by the committee as a consequence of responses to the flying minute
- any business arising as a consequence of the motion.

**FLYING MINUTE**

**Minute of a Resolution to be voted on outside of a Formal Meeting of PNAQ Inc**

To be completed and returned by Executive Committee Membership

<p><b>Topic:</b></p> <p>Motion proposed by:</p> <p>Motion seconded by:</p>
--

This submission is supported by attached correspondence?	<b>Yes</b>	<b>No</b>
--	------------	-----------

Motion	Vote (please tick one only of the boxes below)		
	<b>Agree</b>	<b>Disagree</b>	<b>Abstain</b>

<b>Results of Vote:</b>	
Total Voters =	Recorded Result (Numbers only)
Agree	
Disagree	
Abstain	
<b>It is resolved by use of the Flying Minute process that motion 1 above be:</b>	

## APPENDIX 15

### Self Reflective Learning Tool

<b>PNAQ Inc.</b>		
<b>Continuing Professional Development Reflection Tool</b>		
Name: _____		
Topic: Presenter:		
Date: _____	Time: _____	Session: _____
<b>Reflection</b>		
What I wanted to learn: _____		
What I did learn: _____		
How I will use it in the workplace: _____		
_____		
_____		
_____		
_____		
_____		
_____		