

CYSTIC FIBROSIS (CF) NURSES SPECIALIST GROUP

TERMS OF REFERENCE

Name

The uk Cystic Fibrosis Nursing Association (CFNA).

Accountability

To our Professional Body (Nursing and Midwifery Council or An bord Altranais).

Core purpose

Develop a national perspective and evaluation of the role of nursing within the field of CF.

Objectives

The group has been established to provide the opportunity for nurses caring for people with cystic fibrosis to:

- Increase the knowledge and skills of members to enhance their contribution to nursing and improve nursing care for all CF patients, families, and carers.
- Promote and provide educational opportunities for its members.
- Act as a resource.
- Offer support and advice to each other.
- Promote the provision of evidence based nursing care.
- To promote, carry out and disseminate research.
- To provide financial support, in the form of a grant, to assist in the education of nurses within the speciality.
- To have representation on the various national committees/working parties.

Membership

Any registered nurse who is working within the field of Cystic Fibrosis is eligible to become a member of the group.

Membership is maintained by registering each year via the website. Each member is required to reregister annually prior to the Annual General Meeting (AGM).

Committee

There shall be a committee comprising of:-

Executive Members - Chair
- Vice-Chair
-Secretary

A representative from each region of the UK and Ireland:-

Northern Ireland –	Belfast	
Scotland -	Aberdeen Dundee	Edinburgh Glasgow
NE England –	Newcastle Middlesborough	Sunderland Hartlepool
North -	Leeds Manchester North Wales	Hull Liverpool Sheffield
Midlands-	Birmingham Nottingham Leicester Stoke on Trent	Coventry Wolverhampton Northampton
London / South East -	London Cambridge Oxford Brighton	Norwich Ipswich Bedford Milton Keynes
Wales / South -	Cardiff Bristol	Southampton SW Peninsula

The Responsibilities of the Committee shall be to:-

- Ensure the objectives of the group are met by setting an annual programme of activities to meet those objectives.
- Represent the views of the whole group.
- Carry out roles as set out in appendix 1

Election of Regional Representatives

Any nurse working in CF for at least 0.5WTE of their job is eligible to be voted onto the committee.

The Regional Representative shall be nominated and voted on to the Committee by members from that region.

Term of Office

Regional representatives will stand on the committee for a term of three years.

Chair and Secretary shall stand for 2 years.

Vice-chair shall stand for a minimum of 1 year and then become chair for 2 years.

Election of executive Members

Executive Members shall be voted into office by the committee and introduced at each AGM.

Co-Option of Members from the Committee

Members can be co-opted on to the committee for a period of 1 year, if it is deemed necessary by the committee.

Meetings

The Committee shall meet 2 times in a year.

A quorum of the Committee shall be 4 members, to include either the chair or vice-chair.

The group shall hold an Annual General Meeting for all members

The group shall hold 1 study day each year for members, the programme for which shall be arranged by each region in turn. The regional representative will lead on this but be supported by the Committee.

Finance

Expenditure shall be agreed by the committee and authorised by the Chair.

The Chair will have access to the accounts and by a signature for the account.

An account shall be held in the name of the Cystic Fibrosis Nursing Association and may be used only for purposes that are in line with the aims and objectives of the group.

Finance for the group will be generated by the study days and support from other agencies and organisations.

The Treasurers of the account shall not be executive members of the committee but will remain constant in post (until they wish to resign). This is so that the role is maintained by experienced persons and the handing over of bank signatures is kept to a minimum.

The accounts will be audited on an annual basis and presented at the AGM. The treasurer(s) will attend the committee meeting prior to the AGM.

A financial statement will be available at each committee meeting.

Dissolution

The membership has the right to dissolve the group at any time, if the group no longer meets the objectives.

Appendix 1

The Role of Committee Members

Chair

- The Chair is responsible for overall control and co-ordination of the activities of the group.
- The Chair will call and chair a minimum of 2 committee meetings per annum and an Annual General Meeting.
- The Chair's vote will be decisive where there is equal voting on matters of business.
- The Chair will represent the group on the Medical Advisory Committee at CF Trust.
- The Chair may appoint other members to represent the group at meetings and on committees as required.

Vice Chair

- The Vice Chair will fully support the Chair with the activities of the group.
- The Vice Chair will represent the group at meetings and committees in the absence of the Chair or as required.
- The Vice Chair will take over the position of Chair in the event of resignation, sickness and at the end of the term of office of the outgoing Chair.

Secretary/Membership secretary

- The Secretary will be responsible for the preparation and circulation of the minutes of committee meetings.
- The Secretary will keep an up to date list of the membership of the group.
- The Secretary will act as a point of contact for applications for membership, meetings and grants.

Regional Representative

- The Regional Representative shall represent the views of nurses from their region on the committee.

- Each Regional Representative shall be responsible for disseminating information to their region and for relaying the views of their regional group members to the committee.

- Each regional Representative shall be responsible for the organisation of a regional meeting minimum of 1 a year.