



# **Terms of Reference for Australia and New Zealand Transplant and Cellular Therapies Limited Nurses Committee**

## **1. Background**

The ANZTCT is a professional association that represents healthcare professionals involved in transplantation and cellular therapies in Australia and New Zealand. As a part of ANZTCT, the Nurses Committee is responsible for providing guidance and recommendations on issues related to nursing in transplantation and cellular therapy. The ANZTCT Nurses committee reports directly to the ANZTCT Board.

## **2. Role of the Nurses Committee**

The ANZTCT Nurses Committee will provide leadership, education, and support to nursing professionals involved in transplantation and cellular therapy. The committee is responsible for identifying and addressing issues related to nursing practice, evidence-based nursing care, and advocating for nursing excellence in the field.

## **3. Objectives of the Nurses Committee**

3.1 To provide nursing expertise and support to the ANZTCT in transplantation and cellular therapy

3.2 To facilitate communication and collaboration among nursing professionals in the field of transplantation and cellular therapy.

3.3 To promote and advocate for the highest standards of nursing care in transplantation and cellular therapy

3.4 Provide educational and training opportunities for nursing professionals involved in transplantation and cellular therapy.

3.5 Identify and address issues of importance to nursing professionals in transplantation and cellular therapy.

3.6 To represent the interests of nursing professionals in the field of transplantation and cellular therapy.



#### 4. Responsibility

The responsibilities of the Nurses Committee for the ANZTCT are as follows:

- 4.1 To meet regularly to discuss the issues and opportunities related to transplantation and cellular therapy
- 4.2 To provide recommendations and advice to the ANZTCT Board on matters related to transplantation and cellular therapy
- 4.3 To organise and coordinate educational and training opportunities for nursing professionals in the field of transplantation and cellular therapy
- 4.4 To collaborate with other ANZTCT committees and subcommittees on matters related to transplantation and cellular therapy
- 4.5 To liaise with other professional organisations and societies in the field of transplantation and cellular therapy
- 4.6 To set up subcommittees and special interest groups to facilitate delivery of the committee objectives
- 4.7 To provide reports to the ANZTCT Board on the activities of the Nurses Committee
- 4.8 To manage and maintain the finances of the Nurses Committee, including preparing and presenting a budget to the ANZTCT Board.

#### 5. Membership and Appointment

Membership of the Nurses Committee is open to all nursing professionals who are members of the ANZTCT. The Committee will comprise of eight (8) members and include a Chairperson, Deputy chair, Secretary, Treasurer and a New Zealand representative who are appointed by the ANZTCT Board, in consultation with the Nurses Committee after a call out for expressions of interest, for a period of three (3) years with the option to renew for a maximum of three (3) terms. Notably, any adjustment to the terms will be coordinated to ensure that no more than two term adjustments coincide with changes to the other positions during the corresponding tenure. Nurses committee members may also be members of the ANZTCT Board of Directors as nominated by the Committee.

5.1 Chairperson: The chairperson is responsible for the overall direction and coordination of the committee. Their specific responsibilities include:

- 5.1.1 Setting the agenda and chairing meetings of the committee
- 5.1.2 Coordinating the committee's activities and ensuring they align with the ANZTCT's strategic objectives



- 5.1.3 Representing the committee at the ANZTCT Board on four appointed meetings per calendar year, and reporting back to the committee on Board activities and decisions
- 5.1.4 Facilitating communication and collaboration among committee members
- 5.1.5 Encouraging the participation of all committee members in the committee's activities
- 5.1.6 Liaising with other ANZTCT committees and committees on matters related to nursing in transplantation and cellular therapy
- 5.1.7 Preparing and presenting the committee's annual report at the ANZTCT Annual General Meeting

5.2 Deputy Chair: The Deputy Chair works closely with the Chairperson to help manage the activities and operations of the group. They provide support and share the workload, contributing to decision-making, planning, and execution of tasks. Their specific responsibilities include:

- 5.2.1 Serving as a backup to the Chairperson so that in their absence they lead meetings, make decisions, and ensure that the groups work continues smoothly.
- 5.2.2 They may liaise with other subcommittee members, stakeholders, and external parties to ensure that the group's tasks are completed on time and information is effectively shared.
- 5.2.3 May be asked to represent the group.

5.3 Secretary: The secretary is responsible for keeping records of minutes and activities for liaising with the ANZTCT Board on behalf of the committee. Their specific responsibilities will be supported by the ANZTCT Company Secretary and include:

- 5.3.1 Preparing and distributing agendas and minutes of committee meetings
- 5.3.2 Maintaining a record of committee activities and decisions
- 5.3.3 Coordinating and communication among committee members, including sharing relevant information from the ANZTCT Board and other committees.
- 5.3.4 Liaising with the ANZTCT Board on behalf of the committee, including presenting reports and recommendations
- 5.3.5 Assisting the Chairperson with the preparation and presentation of the committee's annual report



**5.4 Treasurer:** The Treasurer is responsible for managing the finances of the committee and preparing financial reports for the ANZTCT Board. Their specific responsibilities will be supported by the ANZTCT Company Finance Officer and include:

- 5.4.1 Developing and annual budget for the committee, in consultation with the Chairperson and other committee members.
- 5.4.2 Managing the committee's finances, including accurate records of income and expenditures.
- 5.4.3 Reporting on the committee's finances to the ANZTCT Board, including preparing and presenting financial reports
- 5.4.4 Ensuring that the committee complies with all relevant financial regulations and guidelines
- 5.4.5 Coordinating with the ANZTCT Board on matters related to funding and financial management

#### **6. Meetings and quorum**

The Nurses Committee shall meet at least six times per year, or as necessary to address emerging issues related to nursing in transplantation and cellular therapy. Meetings may be conducted in person or virtually, as determined by the Committee Chair. A quorum shall be at least 50% plus one.

#### **7. Reporting**

The Nurses Committee shall report to the ANZTCT Board on a regular basis, providing updates and recommendations on its activities. The Nurses Committee shall also prepare an annual report on its activities and financial statements for presentation at the ANZTCT Annual General Meeting.

#### **8. Finances**

Any funds raised by the Nurses Committee for the ANZTCT will be quarantined for the educational and training opportunities for the nursing professional in the field of transplantation and cellular therapy.

#### **9. Accountability**

To fulfil responsibilities as outlined in the Terms of Reference.

#### **10. Amendments**

These Terms of Reference will be reviewed every 3 years and maybe amended by a two-thirds majority vote of the Committee, provided that notice of the proposed amendment has been given to all members of the committee at least 14 days prior to the vote. Any amendments must also be approved by the ANZTCT Board.



## Approval

Approved on behalf of the ANZTCT Board of Directors by:

**Prof Nada Hamad**  
**ANZTCT President**

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