# **EAHAD Nurses Committee**

#### **Terms of Reference**

#### 1. Purpose of the Committee

The purpose of the Committee is to improve the quality of care to patients with haemophilia and allied disorders throughout Europe by enhancing nursing services as a core component of the comprehensive care team.

#### 2. Membership of the Committee

The committee will have 6-7 members from at least 5 different European Countries. New members will be appointed by existing members of the committee.

Committee members must be registered nurses, able to speak English and have experience in haemophilia and preferably participating in advanced nurse activities.

Members of the committee have a term of 3 years and can be re-elected for a second period of up to 3 years.

The maximum membership term will be a total of 6 years.

Terms of membership will be staged to ensure that there will be a balance of new and experienced members.

Selection of the chairperson, vice chair and secretary will be made by the committee.

The committee chair (or their deputy) will represent the nurses committee on the EAHAD executive committee.

#### 3. Function of the Committee

The committee will work towards a set of objective agreed in discussion with the EAHAD executive committee.

All committee members are required to actively participate in the work of the committee.

### 4. Frequency and funding of Committee Meetings

The committee will have at least 2-3 meeting per year and participate in the yearly EAHAD meeting.

These meetings will be funded and organised via the EAHAD Secretariat.

### 5. Reports to be produced by the Committee

The committee will produce an annual report outlining progress on agreed objectives.

## 6. Agendas and Minutes

Agendas and minutes will be circulated to the group by the secretary.