

Nurses Committee - Terms of Reference (TOR)

Version approved on 6 August 2018

1. Who we are

We are an independent voice of experienced European nurses, caring for people living with haemophilia and allied bleeding disorders, collaborating in the EAHAD Nurses committee in an innovative and creative manner.

2. Purpose of the Committee

The purpose of EAHAD Nurses Committee is to improve the quality of care for people living with haemophilia and allied bleeding disorders throughout Europe by promoting nurses as members of the multidisciplinary team both in their role providing clinical care and engaging in scientific research activities.

3. Membership of the Committee

Composition:

The Nurses Committee is comprised of five (5) to seven (7) nurses from at least five (5) different European countries, including a chair, vice-chair and secretary.

Committee members must be registered nurses, able to speak and write in English, have experience in caring for people living with haemophilia and allied bleeding disorders and preferably participating in advanced nursing activities.

Members of the committee have a term of three (3) years and can be re-elected for a second period of up to three (3) years. The maximum membership term will be a total of six (6) years. Terms of membership will be staggered to ensure that there will be a balance of new and experienced members.

Appointment of members:

When a vacancy arises, or a new need is identified on the committee, a call for new members will be published on the EAHAD website and circulated via EAHAD's social networks.

Existing committee members will review the applications. Agreement within the committee is desired and a majority of members of the committee must agree on the appointment of a new member. In case of a tie, the chair of the committee has the deciding vote.

Selection of the chair, vice-chair and secretary will be made by the committee every two (2) years.

The vice-chair will automatically be appointed to the chair after the expiry of his term as vice-chair.

The Nurse Committee can choose to co-opt the outgoing chair for a maximum period of two (2) years.

The Nurse Committee members can choose to co-opt additional committee members during the year if they are of the opinion that the Nurse Committee does not contain an adequate number of members representing experienced nurses throughout Europe. Co-opted members serve a term of one (1) year. Nevertheless, the total number of members should not exceed seven (7).

4. Function of the Nurse Committee

The Nurse Committee will work towards a set of objectives and activities agreed upon in discussion within the Nurses Committee and with the EAHAD Executive Committee.

All committee members are required to actively participate in the work of the committee. Each member must attend no less than 50% of scheduled meetings.

5. Roles and responsibilities of the Nurse Committee

See Appendix 1 Roles and Responsibilities of the Nurses Committee.

6. Frequency of Nurses Committee Meetings

The Nurse Committee meets in person up to three (3) times per year. One (1) meeting will be in connection with the EAHAD Congress. The meetings will be funded and organised via the EAHAD Office and at least one staff representative of the EAHAD Office will attend each meeting. Teleconferences may be scheduled in addition to in-person meetings.

Quorum for the meetings of the Nurses Committee is set at four (4) members, including at least one of the following: chair or vice-chair.

7. Reports to be produced by the Nurses Committee

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

8. Agendas and Minutes

The chair will determine the agenda prior to the meeting. The agenda will be circulated to the committee members at least two (2) weeks prior to the meeting.

Minutes will be distributed to committee members within two (2) weeks of the meeting date.

9. Review of the Terms of Reference

The committee will review the terms of reference every two (2) years.

Appendix 1

Roles and Responsibilities of the Nurse Committee

The chair of EAHAD Nurses Committee:

- Serves as the representative of EAHAD Nurse Committee
- Attends Executive Committee meeting and reports on the work of the Nurses Committee
- Attends the EAHAD Annual General Meeting (AGM)
- Convenes meetings of the Nurses Committee
- Chairs the meetings of the Nurse Committee
- Determines the agenda for the meetings of the Nurses Committee
- Leads the strategic planning process with the Nurses Committee
- Connects and maintains relations with key persons in the nursing field throughout Europe
- Oversees the planning process of the annual EAHAD Pre-Congress Day
- Is responsible for good collaboration with vice-chair – preparing for 'hand over'
- Collects nominations for EAHAD Nurses Committee

The vice-chair of EAHAD Nurses Committee:

- In the absence of the chair: chairs the meetings of the EAHAD Nurses Committee
- Evaluates the process of projects together with the chair
- Works with and provides assistance to the chair of the Nurses Committee in undertaking the duties under his/her mandate

The Secretary of EAHAD Nurses Committee:

- Writes up the Minutes from EAHAD Nurses Committee meetings
- Keeps track of attendance at EAHAD Nurses Committee meetings

The Committee members of EAHAD Nurses Committee:

- Are members of EAHAD
- Are responsible for carrying out the annual objectives and activities of the EAHAD Nurses Committee
- Represent the interests of nurses working in RBD services towards the improvement of nursing care to people living with haemophilia and other allied disorders in Europe
- Contribute to the strategic planning process of EAHAD Nurses Committee
- Shall have designated specific responsibilities as agreed by the EAHAD Nurses Committee