

Position Description – Deputy Chair

Position title	XX COI Deputy Chair	
Organisation	Australian College of Nursing	
Hours and days required per week	3 hours per week (average)	
ACN contact	Engagement Coordinator	
Role Overview	To provide support and assist the Chair to lead the COI and its members, driving engagement within the group and creating adequate opportunities for networking and professional development in alignment with the goals of ACN.	
Key responsibilities		Expectations
Assist the Chair to provide the COI with strategic direction, in collaboration with the ACN engagement team and other members of the Leadership Group		
Assist the Chair to manage the budget for the COI		
Advise ACN team on ideas and supports required in order to improve engagement within the COI		
Assist to host regular meetings within the COI. These could be virtual or face to face meetings.		Minimum one meeting every month
Chair COI meetings in the absence of Chairperson		
Assist the Chair to provide periodic communication to all COI members updating them on the initiatives and activities of the COI		Quarterly email/newsletter from the Chair
Support the Chair to create opportunities for members of the COI to contribute their ideas and suggestions to relevant projects such as: <ul style="list-style-type: none"> • Position statements • Policy responses • Education and career pathways Ensure relevant discussions are shared both on the online platform and via email communications, asking for feedback which is then sent on to ACN		
Encourage members of the COI to actively use the MyACN platform		Increase in the utilisation of MyACN portal by members by 20% annually
Liaise with ACN on policy issues. Notify ACN of policy changes occurring in the respective area of practice.		
Assist the Chair to identify and develop a panel of subject matter experts within the COI		
Advise ACN on suitable candidates for representation when required		
Identify, plan and facilitate CPD events, identifying a key note speaker within the group or outside the member community		Minimum 1 CPD event every quarter. 1 CPD event every month is optimal.
Encourage members of the COI to contribute to ACN publications E.g. The Hive/Collegian		
Assist the Chair to identify representatives from the COI to attend marketing events, expos and other events		
Identify opportunities for concurrent sessions at the National Nursing Forum each year by coordinating an abstract submission from a member(s)		
Liaise with ACN when third parties are seeking paid promotion of their activity or when other organisations/parties are seeking mutually beneficial professional collaboration		
Identify opportunities for funding and recommend potential sponsors to ACN Partnerships team.		
Work closely with the ACN engagement and events teams to promote ACN events relevant to the area of practice		

Support ACN programs as a volunteer e.g. Emerging Nurse Leader Program, Career Coaching, Mentoring	
Promote ACN as a professional membership organisation for all nurses and students at every stage of their career	
Represent ACN when required	
Skills, Competencies and Experience	<ul style="list-style-type: none"> • Membership or Fellowship with ACN • Passion to represent the profession • Commitment and flexibility to work voluntarily to support ACN • Demonstrated ability to contribute positively to the team • Self-motivated • Understanding of the role and functions of COIs • Knowledge of contemporary issues in nursing and health care • Ability to engage people and leading to a common objective • Interpersonal and team work skills
Benefits/Incentives for the Deputy Chair	<ul style="list-style-type: none"> • Group members are provided with an ACN email account for COI-related use • Professional profiling in ACN publications and on ACN website • Opportunity to lead an inspired group of professionals who are associated with an internationally acknowledged organisation • Invitations to exclusive ACN events • Entitled to a 20% discount on ACN's National Nursing Forum (NNF) registration fee annually when KPIs are met