

Position Description – Deputy Chair

Position title	XX Region 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 Region 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 plan and implement activities that create opportunities for networking and professional development for members of the Region		
Assist the Chair to manage the budget for the Region		
Advise ACN team on ideas and supports required in order to improve engagement within the Region		
Assist in hosting regular meetings within the Region including <ul style="list-style-type: none"> • Face to face meetings • Telephone conferences • Meeting on online platforms 	One face to face meeting every quarter	
Chair Region meetings in the absence of Chairperson		
Support the Chair to organise gatherings and celebratory events for members. For example, celebrate important days like International Nurses Day, Christmas, New year in the Region.		
Assist the Chair to provide periodic communication to all Region members updating them on the initiatives and activities of the Region	Quarterly email/newsletter from the Chair	
Support the Chair to create opportunities for members of the Region 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 Region to actively use the MyACN portal	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 Region/State		
Along with the Chair, network and try to establish professional contact with healthcare leaders of organisations within the Region, extending and seeking support for initiatives towards improving healthcare		
Notify ACN of changes in leadership roles; new appointments, changes in offices in various government and non-government organisations within the Region		
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	1 CPD event every month	
Encourage members of the Region to contribute to ACN publications E.g. The Hive/Collegian		

Help ACN to identify representatives from the Region to attend marketing events, expos and other events	
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 the need for funding and recommend potential sponsors to ACN Partnerships team.	
Support ACN programs as a volunteer e.g. Emerging Nurse Leader Program, 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 Regions • 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 Region-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