ACN Regions

Operational Guidelines and Criteria for ACN Key Contacts

March 2015
REGIONS

Purpose
Regions provide opportunities for members to network, focus on regional/state issues related to health and nursing and facilitate continuing professional development (CPD) opportunities for members locally.

Operational Guidelines
Regions will:
- facilitate the exchange of information and advice on state/territory issues related to health and nursing between members of the region and ACN
- promote and facilitate CPD and education opportunities for members locally
- if organising activities where non-members will be present, capture contact details of non-members and inform them about membership, education and representation opportunities.

Membership
- ACN members are assigned to a Region based on their residential address identified by postcode. At any time a member may choose to opt-out and select to join a preferred Region.
- Regions may decide to have a leadership group to facilitate the functioning of the Region. Members who choose to take on a leadership role will be directly responsible for planning and organising the Region’s activities.

Functions
Regions will:
- have the opportunity to hold an annual face to face meeting at the National Nursing Forum
- provide opportunities for members to network, share and discuss issues relevant to the region
- provide ACN with up to date information and advice on current and emerging issues within the region
- contribute to the development of education programs by ACN as required
- contribute to policy reviews and responses as required
- submit at a minimum two articles per annum from the region for inclusion in ACN publications
- organise/facilitate at least two professional development events per annum
- with the assistance of ACN, set up a social media portal or other virtual tool for reaching out to members in the region
- keep administrative records of activities, correspondence, income and expenses.

Other roles and functions include but are not limited to:
- working with ACN on local issues, assisting with policy analysis and advocating on issues that affect nurses
- coordinating local meetings, workshops and networking events to support professional development of members in your Region
- providing locally focussed news for inclusion in ACN publications and website
- representing ACN at conferences, expos, university lectures and graduations
- being accessible to other members in your Region.
ACN Region Key Contacts

An ACN Region Key Contact is required to be accessible to both ACN and members of the Region. Key Contacts will liaise with Region members and assist in the coordination of activities for the Region, with the assistance of other Region members and ACN’s Member Engagement team.

KEY CONTACT CRITERIA
1) Ability to work both individually and as part of a team
2) Previously active in ACN activities
3) Willingness to drive activity within the Region
4) Experience in motivating and engaging others
5) Ability to respond to emails and requests in a timely manner

ACN Regions Key Contacts should:
- assist in the coordination of at least two ACN Region activity per calendar year
- attend at least two teleconference meetings held quarterly per calendar year as set by the Member Engagement team
- provide at least two Region updates for profiling through ACN Publications.

INTERESTED?
Please email your Expression of Interest outlining in detail your suitability for this role addressing the above Key Contact criteria to Kate Lehmensich MACN, Manager Engagement and Representation at engagement@acn.edu.au