

## POSITION DESCRIPTION



# Region Deputy Chair

### Organisational environment

Integral to the Australian College of Nursing's (ACNs) core business is the engagement of ACN members to enable ACN to act as a conduit between the nursing profession, government bodies, nursing and health related organisations and other stakeholders.

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. Furthermore, Regions facilitate the exchange of information and advice on issues related to health and nursing between members of the Region and ACN, and foster engagement between members and ACN; essential to ACNs core business.

### Values and Representation

ACN is the pre-eminent and national leader of the nursing profession and a community of dynamic and passionate nurses. We are committed to our intent of advancing nurse leadership to enhance healthcare and strongly believe that all nurses, regardless of their job title or level of seniority, can be leaders. By doing this, we build a strong collective voice for nursing and command the respect and recognition our profession deserves.

When you are offered a position within a Leadership Team you take on the responsibility of not only representing ACN, but the nursing profession. Through your expertise you are helping to shape feedback on key issues impacting on, or involving, nursing. It is also important that you uphold ACNs values and are professional and respectful in your approach while in your capacity as Region Chair.

- Only speak to policies aligned with ACN's policy positions
- Represent ACN with dignity and professionalism
- Do not make media statements without the express approval of ACN

### Position overview

Working with ACN via the Region Chair and Member Engagement Coordinator, the Region Deputy Chair assists the Chair in facilitating the functioning of the Region. The Deputy Chair works closely with the Chair to drive engagement within the Team, create adequate opportunities for networking and professional development in alignment with the goals of ACN, and support the Communication Coordinator and Secretariat Support in their roles. It is important to note that the Chair can delegate tasks to other members of the Leadership Team, and indeed other willing members of the Region.

The position has a tenure of two years, though this tenure can be extended at the discretion of ACN and with the agreeance of the fellow/member.

### Objectives and Key Results (OKRs)

OKRs are similar to KPIs, however OKRs outline and intrinsically link objectives with the measurable key results (aka KPIs) that define the achievement of each objective. OKRs represent goals and define the measurable steps you are expected to take towards achieving those goals.

| Objective/s  | Key Result/s  |
|--|---|
| <ul style="list-style-type: none"> <li>• Identify, plan and implement activities that create opportunities for professional development for members of the Region</li> <li>• Assist the Chair in supporting and fostering ACN leadership programs, such as but not limited to the Emerging Nurse Leader and Mid-Career Leadership Programs, through providing opportunities for members to present papers, lived experience presentations etc</li> <li>• Work as a collective with the Leadership Team to Create opportunities for members of the Region to contribute their ideas and suggestions to relevant policies and position statements</li> <li>• Work as a collective with the Leadership Team to retain existing members and encourage new member growth</li> </ul> | <p style="text-align: center;"><b>Hold at least one CPD event per calendar year quarter</b></p> <p style="text-align: center;"><i>Examples include webinars, presentations and round-table discussions. Please note, networking events do not qualify for CPD</i></p> <p>Leadership Teams must communicate their plans to ACN in a timely fashion to ensure events are facilitated smoothly and effectively</p> |
| <ul style="list-style-type: none"> <li>• Organise gatherings and celebratory events for members and non-members</li> <li>• Promote ACN as a professional membership organisation for all nurses and students at every stage of their career</li> <li>• Network and try to establish professional contact with healthcare leaders of organisations within the Region, extending and seeking support for initiatives towards improving healthcare</li> <li>• Examples include networking functions and significant nursing celebrations i.e. International Nurses Day events</li> </ul>  | <p style="text-align: center;"><b>Hold at least one non-CPD event per calendar year quarter</b></p> <p>Leadership Teams must communicate their plans to ACN in a timely fashion to ensure events are facilitated smoothly and effectively</p>   |

| Objective/s  | Key Result/s   |
|--|--|
| <ul style="list-style-type: none"> <li>• Periodic communication to all Region members updating them on the initiatives and activities of the Region</li> <li>• Ensure members are informed of relevant developments in the health and aged care sector</li> <li>• Encourage the use of the ACN-<i>neo</i> app primarily, however, web-based access to <i>neo</i> is also acceptable</li> </ul>   | <p><b>Be responsive to members' posts on the <i>neo</i> forum</b></p> <p><i>This is normally actioned by the Communication Coordinator, however the Deputy Chair can also action this</i></p>                                      |
| <ul style="list-style-type: none"> <li>• Support the Chair with their strategic priorities</li> <li>• Ensure the Communication Coordinator and Secretariat Support are supported in their roles</li> <li>• Help ACN to identify representatives from the Region to attend events, meetings and functions</li> </ul>  | <p><b>Meet with your Leadership Team on a monthly basis</b></p>  |
| <ul style="list-style-type: none"> <li>• Notify ACN of changes in offices in various government and non-government organisations within the Region</li> <li>• Liaise with ACN on policy issues. Notify ACN of policy changes occurring in the Region/State</li> <li>• Inform ACN of any support required by the Leadership Team and/or Region more broadly</li> </ul>  | <p><b>Submit quarterly report to ACN via online platform</b></p>   |
| <ul style="list-style-type: none"> <li>• Working with the Chair, explore new and innovative ways that will enhance the Region's budget and support future Regional events/activities benefiting the members.</li> <li>• A Regional Profit and Loss balance tracker will be made available for the Leadership Team to assist in managing the budget.</li> <li>• Help the Chair to identify any need for funding and discuss any recommended potential sponsors with the ACN Engagement team (<i>Engagement team will facilitate introduction to Partnerships team to progress this work</i>)</li> </ul> | <p><b>Assist the Secretariat Support in managing the Region's budget</b></p> <p><i>This is actioned by the Secretariat Support; however, the Deputy Chair is responsible for providing any assistance that may be required</i></p> |

### Criteria: Skills, Competencies and Experience

- Be an ACN Fellow or Member
- Completion of the ACN Representation Module
- Passion to represent the profession
- Commitment and flexibility to work voluntarily to support ACN; between 3-6 hours per week is required, depending on the Region's priorities and commitments

- Demonstrated ability to contribute positively to and help lead a team
- Self-motivated with a willingness to learn new skills and ways of working
- Understanding of the role and functions of the Region
- Knowledge of contemporary issues in nursing and health care
- Interpersonal and teamwork skills

## ACN Support

ACN is fully dedicated to supporting the Deputy Chair to the best of our ability through support mechanisms.

- Operational Guidelines for Leadership Teams document to help guide Leadership Team
- Access to a dedicated **neo** forum
- Access to a dedicated Member Engagement Coordinator
- Access to a dedicated Zoom Pro account with webinar capability to facilitate meetings, CPD events and other Region related gatherings
- Access to a profit and loss tracker\*
- Access to a membership dashboard\*

*\*Work in progress. Release date to be advised*

## Benefits and opportunities of the role

ACN fully appreciates the hard work and dedication our Leadership Team members display for the good of advancing the profession. As such, certain benefits and opportunities are available to Leadership Team members.

- An ACN email account and business cards for ACN related business
- Professional profiling in ACN publications and on the ACN website recognising loyalty of our volunteers
- Opportunity to lead an inspired group of professionals who are associated with an internationally acknowledged organisation
- Invitations to exclusive ACN events
- Access to a 20% discount on ACN's National Nursing Forum (NNF) registration fee when Key Results are met

Signed \_\_\_\_\_

Date \_\_\_\_\_