



AMICUS-MENTAL HEALTH NURSES ASSOCIATION

TERMS OF REFERENCE

1.	<p>NAME OF COMMITTEE/SUB-GROUP</p> <p>AMICUS-MHNA NATIONAL PROFESSIONAL COMMITTEE</p>
2.	<p>PURPOSE</p> <p>The National Professional Committee (NPC) is the governing body of Amicus-MHNA.</p>
3.	<p>MEMBERSHIP</p> <ul style="list-style-type: none"> • Membership will comprise 12 elected regional representatives, who must be members of the MHNA. • Elections will take place every 2yrs in January, commencing 2008. • The election process will be centrally managed; and will be in line with Amicus policy & procedure. In the event that a region does not have an elected representative, the NPC may co-opt a member to represent the region. • Additionally, a member may be co-opted from the region which the elected chair represents. • An “alternate” may also be co-opted, to represent the region in the absence of the usual representative. • The NPC may also co-opt a President and up to two Vice-Presidents. The president may stand for no longer than two terms. • Co-opted members will include two members of the Amicus Nursing Occupational Advisory Committee and additional members, at the discretion of the NPC. • Voting rights will be held by the Chair and regional representatives only. • All co-opted posts will end at the election of a new committee. • The Chair of the Editorial Board will have an open invitation to attend the NPC
4.	<p>QUORUM</p> <p>The minimum acceptable number is 4 members.</p>
5.	<p>MEETING ARRANGEMENTS (FREQUENCY, CHAIR, VENUE, ADMINISTRATIVE SUPPORT ARRANGEMENTS)</p> <p><u>Meetings</u></p> <ul style="list-style-type: none"> • Meetings will take place over 4 days a year or (2 x 2 days).

- Members of the NPC are additionally expected to attend the Annual conference (currently 3 days); funded by MHNA.
- Additional duties (committee work, regional support, recruitment etc) are encouraged, but are at the NPC members' and regional representatives' discretion. All work will be democratically and financially supported in accordance with Amicus rules.
- Extraordinary meetings of the NPC may be called by 4 or more NPC members if it is felt that there are circumstances that require it.

Frequency and venue

Frequency of the meetings will be determined by the work programme and agreed in advance. Venue will be jointly agreed to reflect the travel & commitments of the members.

Chair

The Chair will be elected by the NPC at the first meeting of every new committee. It is recommended that the chair does not serve more than 2 concurrent terms in office (4yrs).

Administrative support

A member will be selected to take minutes at each meeting. This member will circulate the minutes. Additional support will be provided via the Professional Officer.

6.	<p>KEY RESPONSIBILITIES/OBJECTIVES/DUTIES/POWERS</p> <p><u>Key responsibilities</u></p> <p>To lead and support the professional practice agenda of Amicus-MHNA members</p> <p>To provide strategic support to ensure that Amicus-MHNA works effectively</p> <p>To direct the production of Mental Health Nursing Journal (via the Editorial Board)</p> <p>To direct the Annual Conference (via the Conference Group)</p> <p>To oversee the website</p> <p>To support Amicus-MHNA recruitment</p> <p>To initiate and support areas of work as required</p> <p>To support the nursing agenda via the Amicus Nursing Occupational Advisory Committee (NOAC)</p>
7.	<p>RECEIPT OF MINUTES AND REPORTS FROM</p> <p>Minutes from the Journal Editorial Board</p> <p>Report from the Conference Group (written or verbal)</p> <p>Report from the Amicus Nursing Occupational Advisory Committee (verbal)</p> <p>Quarterly report from the Professional Officer regarding:</p> <ul style="list-style-type: none"> • membership numbers • projects • finance • committees • communications issues • website <p>Reports as required from:</p> <ul style="list-style-type: none"> • Amicus Lead Officer • Journal Editor (publishers)
8.	<p>REPORTING ARRANGEMENTS</p> <p>NPC minutes will be circulated to:</p> <p>All members of the NPC</p> <p>President & Vice Presidents</p> <p>Co-opted members for the duration of their tenure</p> <p>Chair of the editorial board</p> <p>Amicus National Officer for Professional Policy & Practice</p> <p>MHNA Professional Officer</p> <p>Lead Amicus Officer, Health Sector</p> <p>Chair CPNA Trustees</p>
9.	<p>DATE:</p>
10.	<p>REVIEW DATE:</p>
11.	<p>DOCUMENT OWNER/RESPONSIBILITY FOR REVIEW</p>

<p>This is a living document. It will be reviewed at least annually, with any other amendments being agreed by the NPC as & when required. The Chair of the NPC is the document owner.</p>
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