



Renal Society of Australasia

# TERMS OF REFERENCE

## Nephrology Educators' Network (NEN) Special Interest Group

### **Purpose**

The Nephrology Educators Network (NEN) is a special interest group (SIG) of the Renal Society of Australia, focused on those who provide health care professional education. The purpose of NEN SIG is to:

- Manage networking for NEN members to inform them about RSA educational tools and sharing of ideas and experiences.
- Act as a conduit between NEN members and the RSA education committee to engage members to support the development and distribution of evidence based educational resources for the RSA
- Provide input to the RSA education committee to identify local needs that inform the direction of future educational focus for the RSA (survey or via meetings)
- Deliver education to educators in collaboration with the RSA office as agreed by the board

### **SIG structure**

The NEN SIG will consist of current RSA members who are associated with health care professional education.

The Board may nominate a Director to sit on the NEN SIG in a co-opted role if appropriate.

Appointment of SIG members is via an Expressions of Interest process (EOI);

- Members wishing to join the SIG are asked to email their EOI outlining their SIG suitability, to [execofficer@renalsociety.org](mailto:execofficer@renalsociety.org);
- All EOI's will be automatically accepted on the condition that they are;
  - Current RSA members; and
  - Associated with the health care professional education community
- Any doubts regarding a members SIG suitability, should be referred to the RSA Vice President responsible for SIGs; and
- The RSA Executive Office is responsible for processing all SIG EOI's.

### **Reporting**

The proceedings of all NEN SIG meetings will be documented and presented on the agenda of the next Board meeting. Minutes of all meetings must be provided to the RSA national office within 14 Days of each meeting.

Summaries of NEN activity will be provided to all RSA members via CommuniquePlus the RSA eNewsletter.

### **Meeting Frequency**

- A minimum of two web-based committee meetings should be held annually.
- The quorum will be set at a minimum of 3 members present. There will be a dedicated, restricted-access portal on the RSA website for the NEN SIG discussions to proceed and documents to be stored.

**Authority / Decision Making**

- The NEN SIG is formed under the auspices of the Society's Board of Directors to operate under the "Purpose" parameters identified in page 1 above;
- The NEN SIG will not have a budget however meeting expenses, including teleconference facilities, will be covered under the Society's operating budget, provided all meetings are conducted via the RSA GoToMeeting software;
- The NEN SIG does not have the authority to execute contracts independently;
- The NEN SIG may make recommendations to the RSA Board in relation to its purpose, although it has no authority to enforce decisions;
- The NEN SIG does not have the authority to accept or deny EOIs to join the SIG; and
- Decision process – by consensus.