Renal Society of Australasia (New Zealand Branch) Nursing Advisory Group
Terms of Reference
Updated 21/2/13

Purpose of the Group
In accordance with the objectives of the Renal Society of Australasia (RSA)

Objectives of the Society
1. To promote, provide and communicate knowledge and information in the renal field to members and other professionals within the renal environment.
2. To ensure a cohesive and progressive international focus for the Society.
3. To stimulate interest in renal replacement therapies, and the treatment and prevention of renal diseases.
4. To promote professional development within the members of the Society.
5. To support research and development by organisations involved in the treatment and prevention of renal disease.
6. To undertake the educational development of members through the provision of conferences, seminars and workshops.
7. To have representation on educational and development bodies involved in the renal environment.

Nursing Advisory Group Additional Objectives:
To raise the profile of the New Zealand Branch of the RSA
To raise the profile of renal nurses in New Zealand

Stakeholders
DHB Renal Services
National Renal Advisory Board
New Zealand Nurses Organisation
New Zealand Ministry of Health
Kidney Health New Zealand
New Zealand Board of Dialysis Practice
Nursing Council of New Zealand
National Nursing Consortium

Functions and Responsibilities
Individual group members are representing registered/enrolled nurses in their renal department. They have a responsibility to communicate the activities and initiatives of the Nursing Advisory Group to all nurses in their department.
**Membership**

- There will be up to 12 members of the Nursing Advisory Group. There will be a registered nurse representative from each of the 11 renal departments in New Zealand. These areas are as stated: Northland, Auckland, Middlemore, Waitemata, Waikato, Taranaki, Hawkes Bay, Palmerston North, Wellington, Christchurch and Dunedin
- Members must be a financial member of the RSA
- There must be a member of the Renal Society of Australasia (NZ Branch) executive on the Nursing Advisory Group
- Members must have senior nurse status within their organisation
- Members are required to undertake work and attend meetings when required.
- The individual renal departments around New Zealand must be supportive of the nurse representing their areas and allow them time to carry out responsibilities set by the Nursing Advisory Group

**Terms of Office**

The term of office for the chairperson and secretary is three years with a one year right of renewal. Elections will be nominations with a show of hands for votes. Proxy via email. The term of office for all members is 3 years with a maximum of 2 consecutive terms. It is the responsibility of each member to recruit an appropriate replacement from within their renal department when their term of office expires. Quorum is 6 people.

**Frequency of Communication**

A minimum of two meetings per year. Utilise other opportunities to meet as they arise during the year e.g. conferences, workshops, teleconferences. Location of meeting will primarily be in either Auckland or Wellington, wherever it is most cost effective.

**Communication**

Minutes of all meetings are posted on the RSA website within one month of the meeting. It will be the responsibility of each member to distribute the minutes to the nursing staff in their local area.