

## **Sub-Committee (SC) Terms of Reference : Education SC**

### **Purpose:**

As the peak body for multiple sclerosis nursing in Australasia, MSNA Inc endeavours to support the advancement of the specialty of MS Nursing. MSNA Inc strives to provide professional development opportunities for nurses with continuing education opportunities, support of nurse led research and peer networking.

### **Sub-Committees:**

MSNA Inc will, as required, seek expressions of interest or request specific members to volunteer time to work towards special projects to meet the current and anticipated needs of the membership group. This group will be known as a SC of MSNA Inc.

A SC may be formally requested by the MSNA Inc Executive Committee (EC) in response to membership input, feedback, or need.

### **Goals and Objectives:**

A list of goals, objectives and the scope of the project should be outlined as soon as possible in the process by the relevant SC and provided to the EC. Anticipated timeframes should also be outlined where possible.

#### *Goals for Education SC:*

- To meet membership need in regards to education and professional development of MS Nurses in Australasia

#### *Objectives for Education SC:*

- To discuss and review education materials and methods, and to make recommendations to the MSNA Inc EC
- To seek out new and innovative methods of education for MS Nurses to address unmet needs
- To plan for future educational needs for MSNA Inc

#### *Scope of the project:*

To research, discuss and recommend the way forward in terms of education and resources in the coming years for MSNA Inc members. Initially the Education SC will be for the term of one year, but this is expected to continue indefinitely and will be reviewed regularly by the EC and annually at the AGM.

The scope of the project will include web-based learning and resources, hard copy resources and face to face learning opportunities.

### **Member Requirements**

Each member of the SC should be a current financial member of MSNA Inc. A membership list should be provided to the EC and updated as required throughout the term of the project.

A Chair shall be appointed by the EC to each SC to be the primary communicator and organiser of the project. The Chair shall report to the EC regularly to update progress of the project.

**Membership of Education SC listed at the end of this document.**

### **Terms of Membership**

Each member of the SC is appointed for the term of the project. If the project takes longer than a year, or a SC member needs to withdraw, this can be reviewed on an annual basis. Replacement / additional members may be recruited, if required, to ensure the project progresses.

The Chair of the relevant SC shall appoint and recruit appropriate members to the sub-committee in order to meet project goals and objectives

### **Expenditure**

Any expenditure to be incurred during the course of a project must be approved by the EC.

### **Documentation**

Minutes of each meeting during the SC tenure shall be recorded by a person designated by the Chair. Minutes shall be provided to the EC.

### **Probity and Conflict of Interest**

SC members are obliged to declare any actual or potential conflict of interest as early as possible after identification

### **Education SC membership:**

<b>Date</b>	<b>Role</b>	<b>Member</b>	<b>Comments</b>
September 2018	Chair of SC	Imogen Milner (IM), NZ	
September 2018	SC member	Jodi Haartsen (JH), Vic Sharon Barlow (SB), SA Tim O'Maley (TO), Qld	
October 2018	SC member	Therese Burke (TB), NSW	
November 2018	SC member	Susan Agland (SA), NSW Sharon Stevenson- Hall (SSH), NZ	SA invited to the SC to strengthen web-based communications in her role as Communications and Website delegate.