



PAIN INTEREST GROUP NURSING ISSUES (PIGNI)

Terms of Reference

APPROVED 2020
at the Annual General Meeting



Terms of Reference

1. Objectives

- To provide an educational forum for members which promotes the principles and practice of optimal pain management in acute and chronic and cancer pain.
- To facilitate networking of health professionals who are interested in pain management.
- To identify issues and to stimulate and promote clinical research in pain management.
- To encourage sharing of best practice, research, knowledge and evidence based practice through publications.
- To promote PIGNI educational initiatives as requested by the membership.
- To retain a close liaison and sharing of ideas between the PIGNI membership and the Australian Pain Society (APS).
- To distribute to the membership news items and information via digital and non-digital media.

2. Non-profit organisation and dissolution clause

- The assets and income of the PIGNI organisation shall be applied solely in furtherance of its above-mentioned objectives and no portion shall be distributed directly or indirectly to the members of the organisation or other private people except as bona fide compensation for services rendered or expenses incurred on behalf of the PIGNI.
- In the event of the PIGNI organisation being dissolved, any funds that remain after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar objectives which is not carried on for the profit or gain of its individual members.

3. Australian Business Register (ABR) Requirements

- The position of Public Relations Officer must always be filled.
- In the event of a change in Public Relations Officer, the Australian Taxation Office must be informed within 28 days of PIGNI becoming aware of the change.
- Individuals listed on the Australian Business Register (ABR):
 - 3..1. The Public Relations Officer's name or Alternate's name will be listed on the ABR
 - 3..2. The Treasurer/ mailing list coordinator or Alternate's name will be listed on the ABR
- In the event that either position holder elects to remove their name from the ABR, another nominated executive committee member will provide their details on the ABR.
- Updating the Australian Business Register will be listed as an agenda item for the PIGNI Annual General Meeting.
- In the event of dissolution of the PIGNI, the Public Relations Officer will complete what is necessary to cancel the PIGNI Business Registration.

4. General Membership

- General membership is open to all nurses and midwives and other health professionals interested in pain management, and nursing issues including clinical practice, education and research.
- The membership fee (to retain name on mailing list) to be a sum determined and agreed by Committee Members. Changes to the membership fee to be announced at the Annual General Meeting to all members.

5. Executive committee and general committee membership

- Membership to the Executive Committee must be from any financial General Member of the Pain Interest Group Nursing Issues.
- Nominations to the Executive Committee must occur at the Annual General Meeting (AGM).
- The Executive Committee will consist of the following positions (see appendix 1 position descriptions):
 - 5..1. **Chairperson** (minimum one year position and a maximum of four consecutive years)
 - 5..2. **Secretary** (minimum one year)
 - 5..3. **Treasurer and Mailing List Coordinator** (minimum one year)
 - 5..4. **Newsletter Editor & Assistant Newsletter Editor** (minimum one year)
 - 5..5. **Public Relations Officer** (minimum one year)
 - 5..6. **Webmaster** (minimum of one year)
 - 5..7. **Alternate and assistants to roles to above** (minimum of one year)
 - 5..8. **Committee** (no minimum or maximum requirement).
- If no nominations are made at the AGM, then existing officers stand elected and may continue for another one year term.
- Executive Positions that are vacated prior to the AGM may be filled temporarily from existing General Committee Members until the next AGM.



- Number of General Committee Positions is a maximum of 8.
- All Committee Members should attend at least 6 out of 10 meetings per year either in person or via teleconference. Co-opted members are exempt. In the event of unforeseen circumstances where attendance over an extended period of time is not possible, consideration of maintaining that Committee Member's position will be determined by Executive Committee Members.
- Executive and General Committee Position descriptions detailed in **Appendix 1**.
- Executive Committee Members and General Committee Members who are unable to comply with Terms of Reference regarding committee membership will be asked to consider vacating their position.

6. Committee meeting schedule

- Committee meeting to be held at a geographical location suitable for the majority of committee members.
- On line communication technology to be made available for members who are unable to attend meetings in person.
- Minimum of 6 meetings per year. Additional meetings as directed by the Chairperson.
- A quorum of 50% plus 1 committee members must be achieved for a committee meeting to proceed.

7. Committee meeting minutes

- Minutes of all committee meetings to be sent by email to committee members within two weeks after the relevant meeting.
- Copies of minutes to be kept by the Secretary. **See Appendix 1**.

8. Voting

- Each PIGNI member must be financial before being eligible to vote.
- Each member shall be entitled to one vote and may elect to nominate another member to be a proxy to attend and vote at any meeting (if unable to attend).
- The AGM to be held following the Annual Professional day or before the last meeting of the year.
- A minimum of five committee members are required for a decision to be carried by the committee
- The chairperson or if not in attendance, the alternate chairperson may cast a deciding vote.

9. Accounts

- The Treasurer shall keep such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the PIGNI.
- The Treasurer shall submit regular reports of the group's financial activities and committee membership at committee meetings. The Treasurer to provide a yearly report at the AGM.
- Financial records to be kept in a manner that is approved by the committee.
- The Chairperson, Treasurer and Alternate Treasurer to have authority to access finances of the PIGNI.

10. Financial assistance

- Only PIGNI NSW members (not committee) are eligible to apply for financial assistance or be recipients of awards.
- Applications for financial assistance must be in writing and meet documented requirements and be sent, to the Executive Committee.

11. Annual Conference (Professional Development Day) to have the following features:

- To be held at a suitable venue decided by committee
- To include refreshments appropriate for the length of conference
- To include speakers with appropriate knowledge and expertise to deliver high quality presentations relevant to the theme for the day as chosen by the committee
- To include opportunities for open discussion and exchange of information from attendees
- To incorporate the International Association for the Study of Pain (IASP) Global Awareness of Pain theme where possible.

12. Life Membership

- Definition – In recognition of service to PIGNI committee - free membership to PIGNI for life.
- Criteria:
 - Only PIGNI members who are retiring
 - Have held active executive roles for more than 10 years
 - Executive roles defined as - Chairperson, Secretary, Treasurer, Newsletter, Public Relations, Webmaster
 - Be elected by committee with recognition at AGM, in newsletter and PIGNI website.



APPENDIX 1

Pain Interest Group - Nursing Issues (PIGNI) Executive Committee and General Committee Position Descriptions

CHAIRPERSON (CP)

The role of Chairperson involves:

- Being responsible to the PIGNI committee and work collaboratively, coordinating and supporting the committee as defined by the terms of reference
- Chairing each committee meeting and if unable the CP will appoint an alternate chairperson
- Preparing the agenda, with the secretary, prior to distribution to the committee.
- Reviewing and approving the minutes of committee meetings prior to the distribution to the committee
- Representing the views of PIGNI to outside organisations and report back to the secretary and committee communication arising
- Attending the Australian Pain Society Relationships Committee quarterly meetings. If the CP is unable to attend then an alternate representative from the committee will be elected by the CP
- Preparing a report for each newsletter and a yearly report of committee activities to present at the AGM.

TREASURER AND MAILING LIST COORDINATOR (T&MLC)

The Treasurer and Mailing List Coordinator role involves:

- Collaborating with the treasurer and mailing list team in managing PIGNI finances and mail list
- Pay accounts related to meetings and miscellaneous costs as they arise
- Being responsible to the chairperson and the PIGNI committee
- Coordinating and nominating a (T&MLC) team member to report PIGNI financial status and membership at each committee meeting and AGM.
- If unable to attend a committee meeting, sending an electronic copy to the chairperson and secretary in advance of that meeting.
- Ongoing maintenance and update of the PIGNI membership portal on website.

SECRETARY

The secretary role involves:

- Collaborating with the secretarial team, to ensure efficient secretarial management for the PIGNI committee
- Being responsible to the chairperson and the PIGNI committee
- Coordinating and nominating a secretarial team member to record minutes at each committee meeting and AGM
- Sending draft minutes to the chairperson for verification and proof reading before distributing to committee
- Managing correspondence and presenting at each PIGNI meeting as appropriate
- Attending to correspondence to the committee and respond in writing as necessary
- Providing and updating PIGNI letter head (including ABN) for correspondence use
- Attending to other items or business volunteered and related to the PIGNI.

PUBLIC RELATIONS OFFICER

The public relations officer role involves:

- Collaborating with the public relations team to coordinate public relations concerns for the PIGNI committee
- Being responsible to the chairperson and the PIGNI committee
- Planning committee meetings for the coming year including venue bookings and teleconference facility
- Planning and coordinating date, venue and trade for PIGNI professional days
- Coordinating the design of flyers for PIGNI activities including professional days, scholarships and membership
- Managing ABN – see above – Section 3. Australian Business Register Requirements ABN 1381955168.



NEWSLETTER EDITOR

The newsletter editor role involves:

- Collaborating with the editorial team to publish 4 newsletters a year
- Being responsible to the chairperson and the PIGNI committee
- Coordinating and collating suitable articles for the PIGNI newsletter
- Seeking sponsorship (if applicable) for the newsletter. The sponsoring company Logo (if applicable) will be displayed in the newsletter unless otherwise agreed by the Committee.
- Sending draft newsletter to chairperson for approval before it is electronically distributed via the webmaster.
- Preparing the annual report for the AGM.

WEBMASTER

The role of webmaster involves:

- Collaborating with the webmaster team to manage and update the website
- Being responsible to the chairperson and the PIGNI committee
- Updating and maintaining the web site and coordinating with PIGNI teams for appropriate information
- Seeking sponsorship for the PIGNI website. The sponsoring company Logo (if applicable) will be displayed on the website unless otherwise agreed by the Committee.

ALTERNATE and ASSISTANT POSITIONS

The role of alternate and assistant involves:

- Work collaboratively as team members and be responsible to the primary team coordinator.

COMMITTEE

The role of committee includes:

- Being an active member, learning about the committee, voicing opinions, and assisting committee roles when required
- New committee members are not expected to take office for a minimum of one year.