



CoNNO
Coalition of National **Nursing** Organisations

Secretariat Report

April 2014

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CoNNO Secretariat Report for November 2013 to April 2014

Secretariat Team Overview

The CoNNO Secretariat team is based at the Federal Office of the Australian Nursing and Midwifery Federation (ANMF) in Melbourne.

The team consists of:

Julianne Bryce, ANMF Senior Federal Professional Officer;
Anastasia Shianis, ANMF Administrative Officer - Professional;
Elizabeth Foley and Robyn Coulthard, ANMF Federal Professional Officers;
Sotiria Stefanis, ANMF Finance Officer; and
Kristy Male, ANMF Administrative Officer - Communications and Campaigns

Anastasia organises CoNNO Council and members meetings including travel and accommodation, attends to agendas and minutes, maintains CoNNO files, coordinates email traffic and the CoNNO website, and accommodates the requests of CoNNO Council and members. Julianne, Elizabeth and Robyn field enquiries, draft documents and prepare reports and submissions to the Australian Government Department of Health. Sotiria maintains accounts, financial records and acquits funds for the Department. Kristy provides IT support, formats reports, submissions and surveys and, along with Anastasia, maintains the CoNNO website.

In addition to the CoNNO Secretariat role, Julianne is a member of the CoNNO Council and holds the position of Secretary.

Once again, many thanks to the CoNNO Secretariat Team, the Chair and the Council for their continuing work on behalf of CoNNO.

CoNNO Council

Julianne Badenoch (Australian Practice Nurses Association), CoNNO Chair

Christopher Cliffe (CRANAplus), CoNNO Deputy Chair

Julianne Bryce (Australian Nursing and Midwifery Federation), CoNNO Secretariat

Helen Gosby (Australian College of Nurse Practitioners)

Jed Duff (Australian College of Operating Room Nurses)

Linda Oliver (Australian Women's Health Nurse Association)

Marija Juraja (Australasian College for Infection Prevention and Control)

Kim Ryan (Australian College of Mental Health Nurses)

Terry Swanson (Australian Wound Management Association)

Council elections

Four Council positions are due for re-nomination in July 2014. These are the positions held by Julianne Badenoch, Christopher Cliffe, Linda Oliver and Marija Juraja. A call for nominations for these four positions on Council will be sent electronically to CoNNO member organisations in June. An election will be held if more nominations than positions are received.

CoNNO Council Meetings

A CoNNO Council meeting was held via teleconference on 4 December 2013. Topics for discussion at this meeting included: member meeting planning and agenda, position statements under review, Council election, funding, new meeting dates. A CoNNO Council workshop was held on 14 February 2014 in Melbourne to review the CoNNO Governance Framework and Constitution. An external consultant was engaged to facilitate discussions. Work centred around the development of a Memorandum of Understanding between ANMF, as auspicing body for CoNNO, and CoNNO Council; and adapting the Governance Framework and Constitution into a more functional Terms of Reference. Further refinement of the draft documents has been undertaken by a Council Working Group. These final draft documents will be considered by Council prior to referral to CoNNO member organisations.

New Member Applications

An application for CoNNO membership was received from the Australian Student and Novice Nurse Association (ASANNA). This application is currently being considered by CoNNO Council. Following this process a recommendation will be made to the CoNNO membership. As agreed at the November 2013 CoNNO Member Meeting, ASANNA has been invited to attend the April 2014 Member Meeting.

Action Items from November 2013

There are no outstanding items from the November 2013 CoNNO Member Meeting.

Correspondence

The CoNNO Secretariat has circulated emails relating to conferences, media releases, meetings, newsletters and projects to CoNNO members for their involvement, information and further circulation to their respective memberships. A listing of relevant events and conferences is available under 'calendar' on the CoNNO website. Details of correspondence sent and received by CoNNO is held by the Secretariat.

Funding

The ANMF is the auspicing body and fund holder for CoNNO. CoNNO is funded as a program by the Australian Government Department of Health until June 2015. As per the Funding Agreement, a progress report was submitted at the beginning of December 2013. The next progress report is due in June 2014.

Upcoming CoNNO Meetings

The next CoNNO member meeting for 2014 will be held in Sydney on Friday 5 September 2014 at the New South Wales Nurses and Midwives Association (NSWNMA). CoNNO Council meetings will be held by teleconference in May and face to face in July 2014.

Julianne Bryce

CoNNO Secretary

Australian Nursing and Midwifery Federation, Senior Federal Professional Officer