**Structure of National Paediatric Respiratory & Allergy Nurses Group**

**Terms of Reference**

**Name**

The group shall be named the National Paediatric Respiratory & Allergy Nurses Group **(NPRANG)**

**Aim**

The NPRANG exists to promote and improve the respiratory and allergy health of all children and young people.

**Objectives**

NPRANG objectives are as follows:

* To encourage the professional and clinical progress of nurses involved in the delivery and development of care for children and young people with respiratory &/or allergic disease by providing:
* forums for education, debate and sharing of best practice
* nursing mentorship and networking opportunities
* opportunities to influence policy and decision making processes
* To raise the standards and accessibility of clinical services for children and young people with respiratory &/or allergic disease by:
* working in consultation with children, young people and their families
* influencing the development of care packages
* working with and alongside multi-professional / multi-agency groups
* acting as an expert resource
* Influencing practice through involvement in national guidelines.

**Membership**

Membership of NPRANG is open to nurses involved in the delivery and development of care for children and young people with respiratory &/or allergic disease across school, primary, secondary and tertiary care settings.

**Operating Procedures**

* The NPRANG will aim to organise one educational/ training event per year.
* A newsletter will be sent out to all NPRANG members 3 times a year.
* There shall be an Annual General Meeting, alongside the educational/ training event, at a venue and date to be arranged preferably in advance once conference date and venue has been confirmed.
* Work undertaken in the name of the NPRANG must be approved by the committee

**Committee Membership**

The committee shall comprise of **12** members which will be divided into 6 members from Tertiary care, 5 from Secondary Care and 1 from Primary Care.

The committee roles are:

* Chair
* Vice Chair
* Secretary
* 2 x Joint Treasurers
* Website Manager
* Social Media Manager
* Newsletter editor
* Administrator, including database management
* Allergy Education
* Competencies in respiratory care

More than one of the roles above may be carried out by a single committee member dependent on their areas of expertise.

The **NPRANG Chair and Vice Chair** will be appointed for a two year office. Subsequent chairs will be appointed at least 12 months prior to the start of term and a staged approach to change over will be adopted. Where there is more than one member interested in taking up the chair role a voting system will be employed.

The secretary, treasurer and co-treasurer will be appointed for a three year office; however these roles can be extended if the committee agrees. It is suggested that terms of office of the Chair person and treasurer do not coincide.

**Future NPRANG Committee Members**

NPRANG members who have at least two year’s active membership shall be eligible to put themselves forward to join the committee. The member appointed should be new to the committee. Consideration will be given to those members that have actively been involved in projects outside the NPRANG committee membership.

Ideally, selection to become a committee member should be a fair, demographic representation of the wide geographical spread that NPRANG covers (England, Scotland, Wales & Northern Ireland).

All NPRANG committee members will serve no more than a five year term of service **unless** they take on an active position.

Only two members of the committee should leave in a 12 month period. If no new committee members come forward the committee must remain full so existing members can be invited to stay on the committee.

Committee members will need to have been an active committee member before they can apply for the positions of Chair, Vice Chair, Secretary or Treasurer

**Management and co-ordination of NPRANG activities are the responsibility of:**

**Role of Chair & Vice Chair**

* Organisation of the committee meeting(s) including venue and agenda
* Chairing of the meeting(s)
* Overseeing the exploration of funding streams
* If the Chair is unable to represent NPRANG at a meeting the Vice Chair or delegated committee member will be asked to attend and represent NPRANG
* Overseeing the generating and maintaining an up to date a ‘Global’ email of all NPRANG members

. **Role of Secretary**

The secretary will be responsible for taking the minutes of the committee meeting(s) and then disseminating to the committee via email with 4 weeks of the meeting.

* Input into the agenda for the meeting(s) will be sought from members at least one month in advance of the meeting(s). The agenda and any supporting papers will be issued within a minimum of a week prior to the committee meeting(s).
* Evaluation collation and feedback from study days

**Role of Treasurers**

The 2 joint treasurers will be responsible for the maintenance of the NPRANG accounts; this will be achieved by;

* Keeping an up to date record of income and expenditure.
* Being responsible for lodging payments into account.
* Ensuring timely payment of expenses.
* Ensuring all expenses payments are processed with valid receipts and expenses forms provided by the claimant.
* Annual report to be submitted to the committee annually at the AGM
* Facilitating yearly audits of finances by external auditor.
* Support in this role will be undertaken by a co-treasurer
* To ensure that NPRANG is run according to the financial TOR
* **NPRANG Committee Meetings**
* The NPRANG committee aim to meet 4 occasions per year, at a pre-agreed location.
* A quorum shall be six, of whom one must be the Chair or Vice Chair.
* Committee members are expected to attend at least 3 out of the 4 committee meetings per year.
* Committee members should be working within the field of paediatric respiratory/allergy nursing.
* NPRANG may also have ambassadors who are members but not necessarily on the committee but whom the committee feel are experts within their field of work. They will be willing to do work under the NPRANG name on the request of NPRANG. These positions will be voted for annually by the committee.
* AGM for the committee will take place the evening before the annual conference.

**Communication**

* Committee members will be responsible for updating the administrator with any changes in contact details.

Any work undertaken in the name of the NPRANG must be approved by the committee.

**Personal circumstances**.

If a member of the committee is off work or expects to be off work for a period of time greater than 6 months then the committee member will stand down from their position within the committee. They are eligible to reapply in the future when a vacancy arises.