

## Nurses Committee - Terms of Reference (TOR)

March 2024

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### 1. Who we are

The EAHAD Nurses Committee is an independent voice of European nurses, caring for people living with haemophilia and allied bleeding disorders, collaborating in the EAHAD Nurses committee in an innovative and creative manner

### 2. Purpose of the Committee

The purpose of EAHAD Nurses Committee is to improve the quality of care for people living with haemophilia and allied bleeding disorders throughout Europe by promoting nurses as members of the multidisciplinary team both in their role providing clinical care and engaging in scientific research activities and represent the nurses view/input in several EAHAD committees and working groups..

The aim of the Nurses Committee is to create a European network and work as a conduit so nurses can reach out to and/or learn from other nurses in bleeding disorders care.

During the annual EAHAD congress in February, the Nurses Committee will organise the AHP Day nurses stream and co-organise the AHP joint session.

### 3. Membership of the Committee

#### Composition:

The Nurses Committee is comprised of five (5) to seven (7) nurses from at least five (5) different European countries, including a chair, vice-chair (if possible) and secretary.

Committee members must be registered nurses, able to speak and write in English, have experience in the day-to-day care for people living with haemophilia and allied bleeding disorders, and preferably participating in advanced nursing activities. See also guidelines for certification point 2.3.11.

Members of the committee have a term of three (3) years and can be re-elected for a second period of up to three (3) years. The maximum membership term will be a total of six (6) years, unless there is a need to extend a membership based on valid reasons agreed by the Nurses Committee. Terms of membership will be staggered to ensure that there will be a balance of new and experienced members.

The time served as chair or vice-chair will not be part of the 3 year term.

#### Appointment of members:

When a vacancy arises, or a new need is identified on the committee, a call for new members will be published on the EAHAD website, shared via the Nurses Network (within Europe) and circulated via EAHAD's social networks. The Nurses Committee can also directly ask suitable applicants, that were previously rejected in order to ensure geographical diversity.

Existing committee members will review the applications. Agreement within the committee is desired and a majority of committee members must be ensured for the appointment of a new member. In case of a tie, the chair of the committee has the deciding vote. Therefore, an odd number of members is desirable.

Selection of the chair, vice-chair and secretary will be made by the committee every two (2) years. The vice-chair will automatically be appointed chair after the end of their term as vice-chair.

Should due to lack of applications or lack of appropriate applicant for the vice-chair position, the past chair can be asked to serve a year as vice-chair.

After this, a new vice-chair must be appointed and the current chair can extend their term for another year.

The Nurses Committee can choose to co-opt the outgoing chair for a maximum period of two (2) years. The Nurses Committee members can choose to co-opt additional committee members during the year if they are of the opinion that the Nurses Committee does not contain an adequate number of members representing experienced nurses throughout Europe.

Co-opted members serve a term of one (1) year. Nevertheless, the total number of members should not exceed seven (7).

The workload can vary per month and role, but an estimate is between 4 to 6 h a month including the meetings for the members. The chair and vice-chair will exceed that for some months to 6 to 8 h.

#### **4. Function of the Nurses Committee**

The Nurses Committee members will work towards a set of objectives and activities agreed upon in discussion between the Nurses Committee and Executive Committee. All committee members are required to actively participate in the work of the committee. Each member must attend no less than 50% of scheduled meetings.

#### **5. Roles and responsibilities of the Nurses Committee**

See Appendix 1 Roles and Responsibilities of the Nurses Committee.

#### **6. Frequency of Nurses Committee Meetings**

The Nurses Committee meets ideally in person up to three (3) times per year. One (1) meeting will be in conjunction with the EAHAD Congress. The meetings will be funded and organised via the EAHAD Office and at least one staff representative of the EAHAD Office will attend each meeting. Teleconferences may be scheduled in addition to in-person meetings.

Quorum for the meetings of the Nurses Committee is set at four (4) members, including at least one of the following: chair or vice-chair.

## **7. Reports to be produced by the Nurses Committee**

The Committee Chair will produce reports outlining its progress on agreed objectives. The reports will be submitted to the Executive Committee.

## **8. Agendas and Minutes**

The chair, together with vice-chair will determine the agenda prior to the meeting and all members can add topics to the agenda.. The agenda will be made available in the folder “Minutes” on the Dropbox Nurses Collaborative Folder one (1) week prior to teleconference meetings and two (2) weeks before face-to-face meetings.

Minutes will be shared in the folder “Minutes” on the Dropbox Nurses Collaborative Folder and mailed to committee members within two (2) weeks of the meeting date.

## **9. Review of the Terms of Reference**

The committee will review the Terms of Reference every two (2) years.

## Appendix 1

### Roles and Responsibilities of the Nurse Committee

#### The chair of EAHAD Nurses Committee:

- Serves as the representative of EAHAD Nurse Committee
- Attends Executive Committee meeting and reports on the work of the Nurses Committee
- Attends the EAHAD Annual General Meeting (AGM)
- Convenes meetings of the Nurses Committee
- Chairs the meetings of the Nurse Committee
- Determines the agenda for the meetings of the Nurses Committee
- Leads the strategic planning process with the Nurses Committee
- Connects and maintains relations with key persons in the nursing field throughout Europe
- Oversees the planning process of the annual EAHAD Allied Health Professionals Day Nurses Stream
- Is responsible for good collaboration with vice-chair – preparing for 'hand over'
- Collects nominations for EAHAD Nurses Committee

#### The vice-chair of EAHAD Nurses Committee:

- In the absence of the chair: chairs the meetings of the EAHAD Nurses Committee
- Evaluates the process of projects together with the chair
- Works with and provides assistance to the chair of the Nurses Committee in undertaking the duties under their mandate

#### The Secretary of EAHAD Nurses Committee:

- Writes up the Minutes from EAHAD Nurses Committee meetings
- Keeps track of attendance at EAHAD Nurses Committee meetings

#### The Committee members of EAHAD Nurses Committee:

- Are members of EAHAD
- Are responsible for carrying out the annual objectives and activities of the EAHAD Nurses Committee
- Represent the interests of nurses working in rare bleeding disorders services towards the improvement of nursing care for people living with haemophilia and other allied disorders in Europe
- Contribute to the strategic planning process of EAHAD Nurses Committee
- Shall have designated specific responsibilities as agreed by the EAHAD Nurses Committee

An overview of all the different tasks of the Nurses Committee members to be revised and updated each year, if needed.