

NHIVNA Education Subcommittee

Terms of reference of the subcommittee

Membership and appointment	<ul style="list-style-type: none"> ▪ Membership of the Education Committee is agreed at the NHIVNA Executive Committee Away Day meeting, usually held in September each year. ▪ Any member of the Executive Committee can join the Education Subcommittee. ▪ Each appointment to the subcommittee is for 12 months and is reviewed at the end of that period to enable newly appointed Executive Committee members to join and to offer new experiences for existing members. ▪ The chair of the subcommittee may co-opt individuals onto the Education Committee to assist with projects and activities. ▪ Each member of the committee is expected to participate in activities of the committee, which may include leading specific actions from the NHIVNA Education Strategy. <p>John McLuskey (Chair 2021–2022) Andy Marshall (Vice-Chair 2021–2022)</p>
Chairing	<ul style="list-style-type: none"> ▪ Chair and vice-chair are appointed at the NHIVNA Executive Committee Away Day and the roles are reviewed at each 12-month interval. ▪ The Vice-Chair will chair the meetings in the absence of the Chair.
Frequency of meetings	<ul style="list-style-type: none"> ▪ Maximum of six meetings per annum to be held on a bi-monthly basis, ensuring that the schedule allows for reporting to the Executive Committee.
Quorum	<ul style="list-style-type: none"> ▪ Four members should be present for decision to be made. One of these must be the Chair or Vice-Chair. ▪ If no quorum, minutes must reflect this and any actions will need approval by whole committee, either by email following the meeting or at the next meeting.
Record of meetings	<ul style="list-style-type: none"> ▪ The NHIVNA Secretariat will provide administration support to the Education Committee. ▪ Minutes will be distributed electronically to members and uploaded to the Executive Committee pages of NHIVNA website.
Reporting mechanism	<ul style="list-style-type: none"> ▪ The Education Committee will report to the NHIVNA Executive Committee at each meeting. ▪ This will be undertaken by the Chair, Vice-Chair or other elected representative as necessary.
Functions	<ul style="list-style-type: none"> ▪ The Education Subcommittee is responsible for addressing the learning, knowledge and education of members of NHIVNA. ▪ This will be focused by the Education Strategy 2021–2024. ▪ The subcommittee will agree all education events for NHIVNA members and non-members through a variety of methods. ▪ They will lead on the development of the NHIVNA Academy and work with other agencies to create a learning environment for HIV nurses and other healthcare professionals. ▪ The subcommittee can manage any budget applied to it by the Executive Committee for the process of learning and education development.
Resources and budget	<ul style="list-style-type: none"> ▪ A budget will be agreed by NHIVNA Officers and the Chair each year at the NHIVNA Executive Away day meeting.

Relationships	<ul style="list-style-type: none"> ▪ The subcommittee is also responsible for seeking additional resources from the wider academic and clinical community through research and education funding opportunities. ▪ The Education Subcommittee reports to the NHIVNA Executive Committee. ▪ When appropriate, the NHIVNA Education Subcommittee will liaise with the NHIVNA Research Subcommittee and NHIVNA Events Subcommittee to meet the requirements of the Association.
Communications	<ul style="list-style-type: none"> ▪ Communication between meetings will take place via email. ▪ Meetings may be either face-to-face or held online. ▪ Secretariat to set up and maintain an email membership list.
Documents	<ul style="list-style-type: none"> ▪ All shared information can be found on the subcommittee workspace in the secure members' area on the NHIVNA website.
History and updates	<ul style="list-style-type: none"> ▪ The Terms of Reference (this document) should be reviewed annually at the first subcommittee meeting following the NHIVNA Away Day meeting.

Version control	Date and updates
Original	14 December 2021 (this version)
Version 2	
Version 3	