

# **NSW NETWORK MANAGER OF PALLIATIVE CARE VOLUNTEER SERVICES**

## **TERMS OF REFERENCE (March 2016)**

### **1. PURPOSE**

To ensure best practice for NSW Managers of Palliative Care volunteer services and to provide support for members of the Network.

### **2. FUNCTIONS**

- Networking with other managers
- Benchmarking our services with what is being practiced within NSW and reviewing the National standards
- Providing professional development
- Coordinating the distribution of current and relevant information about Palliative care, research, communication and information sharing.
- Promoting the work role of Palliative Care Managers
- Providing advocacy for Palliative Care managers
- Supporting new managers with information and resources
- Ensuring the training of new volunteers is consistent throughout NSW
- Organizing biannual conferences for NSW PC volunteers-inviting other states to attend
- Discuss and identify fundraising opportunities and processes for projects, grants for education and conferences
- Providing a focal contact point for Palliative Care Volunteer managers in NSW
- Undertake an annual review of the needs and relevance of the Network via 'Survey Monkey' to enhance the Network

### **3. MEMBERSHIP**

Membership is made up of Managers of Palliative Care Volunteer Services from NSW and ACT

### **4. MEETINGS**

Meetings are held quarterly held at various locations as determined by the Palliative Care Managers

### **5. CONFIDENTIALITY**

Members acknowledge their responsibility to maintain confidentiality of information that is not in the public domain

### **6. BUSINESS RULES**

#### **Contacts**

- The secretariat will maintain a contact database for members and their support officers which will include each person's name, organization, email address and telephone numbers. The list will only be made available to members when confirmation of the details is required and not for further distribution ----for discussion----

**Agenda and records**

- Members wishing to place items on the agenda must notify the Convenor at least two weeks prior to the scheduled meeting. The agenda will be distributed by the Convenor
- The agenda and relevant papers will be sent out to all member a minimum of five working days prior to the meeting
- Late agenda items will be tabled in 'other business'
- Minutes will be distributed within two weeks of the meeting to the Network members

**Attendance**

- Teleconference facilities will be available for any member who cannot attend a meeting in person

**Convenor**

- The Convenor will be delegated by the Network biannually