

# Terms of Reference

New Zealand Hepatology Nurses Group	Dated: 12 September 2025

Purpose	<p>The purpose of the NZ Hep Nurses Group is to:</p> <ul style="list-style-type: none"> <li>• Promote and highlight the role and value of the hepatology specialist nurse/clinical nurse specialist, registered and enrolled nurses working with people affected by liver disease across Aotearoa/New Zealand.</li> <li>• Promote the development of nursing within hepatology by facilitating access to appropriate education.</li> <li>• Provide a national unified voice on hepatology issues.</li> <li>• Promote high quality care for those with Liver disease through relevant coordinated projects i.e., Hep C Elimination Programme.</li> <li>• Forge strong links with key stakeholders including relevant national patient forums, New Zealand Society of Gastroenterology and other relevant nursing groups.</li> <li>• Provide a forum for consultation from external bodies on projects that require nursing involvement/opinion.</li> <li>• Provide opinion/feedback based on group consensus on matters relating to hepatology.</li> </ul>
Roles and Responsibilities	<p>Chair</p> <ul style="list-style-type: none"> <li>• Act as official representative of the NZ Hepatology Nurses' Group.</li> <li>• Coordinate the work of the committee to ensure that its objectives and policies are maintained and promoted.</li> <li>• Preside at official meetings of the committee.</li> <li>• Facilitate meetings to start and finish on time, assigning time limits to items; keep discussion 'on course'.</li> <li>• Liaise with committee members.</li> <li>• Present the Chairperson's report at the NZNO Gastroenterology Nurses' College (NZgNC) AGM.</li> <li>• Include succession planning as part of the committee work in ensuring smooth future office holder transitioning. Discuss with committee.</li> <li>• Provide Secretary with electronic signature as appropriate.</li> </ul> <p>Secretary</p> <ul style="list-style-type: none"> <li>• Give notice (to relevant participants) of all meetings of the committee.</li> <li>• Note alterations to previous minutes and ensure Chair signs these as accepted record of meeting.</li> <li>• Conduct official correspondence of the group.</li> <li>• Before meetings:             <ul style="list-style-type: none"> <li>○ In liaison with Chair, prepare agendas for all meetings.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Prepare and circulate agenda at least two weeks before meeting date along with previous minutes and attachments for discussion.</li> <li>● During meetings:       <ul style="list-style-type: none"> <li>○ Keep the minutes of all meetings of the committee using the New Zealand Nurses Organisation (NZNO) minutes template (<a href="http://www.nzno.org.nz/groups/sections/c_s_committee_members_only#forms">http://www.nzno.org.nz/groups/sections/c_s_committee_members_only#forms</a>)</li> <li>○ Summarise meeting discussions and actions required.</li> <li>○ Summarise and present correspondence to/from the committee.</li> <li>○ Record any motions proposer/seconded and result of any vote.</li> </ul> </li> <li>● After AGM, develop the year planner with dates of meetings and conferences identified and circulate to committee.</li> </ul> <p>Treasurer</p> <ul style="list-style-type: none"> <li>● Have knowledge of income and expenditure of the NZ Hepatology Nurses Group.</li> <li>● Maintain accurate and up to date records of financial status.</li> <li>● Provide an account of all transactions to the committee at each meeting and as requested.</li> <li>● Liaise with NZNO Finance team and NZgNC Treasurer as required.</li> </ul> <p>NZgNC Representative</p> <ul style="list-style-type: none"> <li>● Ensure signed copies of committee minutes, newsletters and conference details are kept, and available to NZgNC upon request.</li> <li>● Liaise with NZgNC to assist with work of the NZ Hepatology Nurses' Group</li> </ul>
Te Tiriti o Waitangi	<p>Te Tiriti o Waitangi partnership is imbedded in how the rōpū is structured (membership) and how workplans are developed and prioritised.</p> <p>As Te Tiriti partners, we will:</p> <ul style="list-style-type: none"> <li>- Align our approach with the Government's Pae Ora legislation expectations and Māori health strategy (Kāwanatanga)</li> <li>- Respect the rangatiratanga of tāngata whenua and support Māori aspirations for mana motuhake (Tino Rangatiratanga)</li> <li>- Uphold the Health New Zealand / Te Whatu Ora priority for Oritetanga (Equity)</li> </ul> <p>Ensure that NZgNC has an understanding of how tikanga is upheld (Te Ritenga)</p>
Term	<p>Group members should be long term unless they change specialities or want to leave.</p> <p>The Committee shall consist of no more than 6 people with wide geographical and practice representation.</p> <p>Committee members should serve a term of 3 years. Committee members can be re-elected for one subsequent term of 2 years but must then stand down.</p> <p>The second (2-year) term may be extended to 3 years if the member is an office holder (chairperson, secretary, or treasurer) and a period of handover is required. The second term may also be extended to 3 years if required to maintain a quorum of 4 committee members.</p>

	<p>Members shall be re-eligible for re-election after a break of two (2) years.</p> <p>In addition to the 6 committee members a person may be co-opted for a special project or activity, but they shall not have voting rights.</p> <p>Revisions of these Terms of Reference should be completed every 3 years, but amendments can be proposed earlier if required. Revisions can only be made following consultation and agreement with the group and committee members.</p> <p>If the committee wishes to vary these rules, a submission must be made to the NZgNC outlining reasons why there should be a change. NZNO will either reject the submission or encourage submission of a remit to the AGM in November.</p>
Membership	<p>Full membership is available to any person who is a qualified nurse practising in hepatology who is a financial member of NZNO. Other types of membership (Associate, Honorary or Retired) are available as per NZgNC membership eligibility rules.</p> <p>Membership enquiries should be directed to the Chair who will confer with the committee.</p> <p>A full list of current members is attached to these Terms of Reference.</p>
Principles	<ul style="list-style-type: none"> <li>• Kindness and Respect</li> <li>• Open and honest communication</li> <li>• Collaborative working</li> <li>• Innovation</li> <li>• Timely actions</li> <li>• Positive involvement from all</li> </ul> <p>We are committed to diversity, inclusion and equity being reflected in our work and decision-making processes.</p>
Meetings	<p>An annual meeting will be arranged by the committee. This will possibly be connected to a national conference (Gastroenterology or Hepatology)</p> <p>All meetings will be chaired by the Chair or Co-Chair</p> <p>A quorum is required for meetings to take place. Decisions are made by consensus and therefore members are made aware that the decision may not be their first choice.</p> <p>Meeting agenda and minutes will be provided by the secretary.</p> <p>The annual meeting will be face to face, other meetings will be by teleconference.</p> <p>Meeting will be held at least bi-monthly.</p>
Communication	<p>Communication with group members will mostly be undertaken by email and Teleconference.</p>
Gifts	<p>Spending parameters from NZHepNG funds for:</p> <ol style="list-style-type: none"> <li>1. Committee members stepping down:</li> </ol>

	<ul style="list-style-type: none"> <li>➤ Less than one term (2 years)- \$50</li> <li>➤ Two terms (4 years)- \$100</li> <li>➤ Two terms plus succession planning (4 years +) - \$150</li> </ul> <p>2. Speakers at the Hepatology Nurses Education Day</p> <ul style="list-style-type: none"> <li>➤ Suitable gifts to the value of \$10-\$15.</li> </ul>
<p>AHA Membership</p>	<p>The NZHepNG will fund committee members' annual memberships to the AHA, as funds permit.</p>
<p>AHA Advanced Liver Disease course</p>	<p>The NZHepNG will aim to fund two nurses for each course, if there is interest and as funds permit.</p>