



Australasian Rehabilitation Nurses' Association

Position Description – National Committee Member

Purpose: To promote, progress and represent rehabilitation nursing at a National Level.

Responsible To: National President ARNA

1. Financial Member of ARNA
2. Office is held for a one year appointment once elected at the AGM.

Duties Include:

- (a) Attendance at National Meetings, Teleconferences and AGM
- (b) Preparation prior to the meeting including reading agenda, reports to be tabled and previous minutes.
- (c) Active participation in all ARNA meetings and ensuring your responsibilities are actioned and feedback to the National Committee.
- (d) Active member of designated portfolio. Portfolio goals are progressed and actioned in a timely manner. Ensure a 'handover' is conducted with incoming members to a resigned portfolio.

Robin Grenenger & Rachel Harris

P:\Fehring\ARNA\Manual\Position Description - National Committee Member 28-1-05.doc