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|  <p>National Association of PeriAnesthesia Nurses of Canada</p> | Newsletter Committee TERMS OF REFERENCE | No. | Page 1 of 3 |
| | Approved By: NAPAN© Newsletter Committee | Last reviewed May 23, 2009 May 28, 2010 October 1, 2011 October 1, 2012 | |
| | Effective Date: | | |
| | Originated By: Newsletter Committee 2009 | | |

Purpose:

1. Will follow the National Association of PeriAnesthesia Nurses of Canada's (NAPAN©) Mission, Values and nursing paradigm.
2. Creation and maintenance of a Newsletter, formally named “The Eye Opener”, at specified monthly intervals as determined by the NAPAN© Board of Directors (BOD) at the BOD meeting held prior to the Annual General Meeting (AGM) annually. This will be generated following, or within a close timeframe of the four Board of Directors meetings held each year.
3. Will work collaboratively with NAPAN© Board of Directors.
4. To gather, review, collate and format information for the newsletter in a timely manner.
5. To ensure that information placed in the newsletter is pertinent to NAPAN© membership and interested public and meets professional standards.


Reporting Structure:

1. The NAPAN© Newsletter Committee Chair will report directly to, and will secure consensus on all newsletters before distribution from the NAPAN© Executive Committee
2. The NAPAN© Newsletter Committee will provide annual reports, including financial requirements, to the NAPAN© Board of Directors and the AGM.
3. The Chair of the NAPAN© Executive Committee may request additional reports at any time in addition to the annual reports.

Membership Composition:

The Newsletter Committee may include but is not restricted to the following:

1. Newsletter Committee Chair or Co-Chairs
2. NAPAN© Board members (Provincial representatives) to provide input into each Newsletter.
3. NAPAN© Executive Committee to provide input into each Newsletter
4. President-Elect who would join committee to ensure relevant reports is included in each issue of the newsletter.


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Terms of membership:

1. One year renewable term, based on acceptance of nomination or by volunteering.
2. Should the Newsletter Committee Chairperson be unable to fulfill her/his responsibility, the Chairperson will return all software used to maintain the newsletter (if purchased by or paid for by NAPAN©) and all relevant information to the NAPAN© Executive.
3. The Chair will be responsible for maintaining a functional and professional newsletter.

Procedures and Responsibilities:

1. The integrity of the newsletter is to be maintained.
2. A functioning newsletter is to be maintained.
3. To ensure the professional presentation of information that is reflective of a national professional nursing association.
4. To encourage Provincial representatives, and Executive members to forward information for placement in the newsletter at a timely manner.
5. To inform Provincial representatives and Executive members of the information they are required to provide for inclusion into each newsletter in a timely manner, with a deadline date.
6. The information requested to be placed in the newsletter will be proofread by the NAPAN© Executive Committee and in ready file format to be transferred into format compatible with email (i.e. PDF format).
7. The Newsletter will be emailed to all Jurisdictional Representatives, who must then distribute to their jurisdictional members who are all members of NAPAN©.
8. The Newsletter Chair will submit an annual proposed budget to the Treasurer prior to the end of each fiscal year, March 31.

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Signatures of Chairs:

 Chair NAPAN© Newsletter Committee Date _____

 Chair NAPAN© Executive Committee Date _____
 President of NAPAN©

23/5/09: pmf
 28/5/10: pmf
 1/10/11: pmf
 1/10/12: pmf/ca