



Objectives and Activities of the International Collaboration of Orthopaedic Nursing (ICON) Advisory Board

Purpose

The International Collaboration of Orthopaedic Nursing is a coalition of national and regional associations of orthopaedic nurses dedicated to the advancement of orthopaedic nursing through strategic partnerships that promote and support excellence in evidence informed practice through education, research, knowledge translation and innovation.

Eligibility of ICON Membership

Membership in ICON is open to national/regional orthopaedic nursing associations. Orthopaedic nursing leaders who are striving to form a national organisation may participate as an Associate Member at the invitation of the ICON Advisory Board. Associate members are reviewed annually for progress toward formal association status.

Membership Application Process:

Interested parties meeting the eligibility requirements within their country should bring their desire to join the ICON to any member of the advisory board. Requests for membership will be reviewed by the entire advisory board at their next scheduled meeting and the chair will provide notification of the decision. If Associate membership is requested as defined above, a mentor will be designated to support efforts toward meeting requirements for full membership.

Member Association Commitment:

Resources may be required to achieve ICON objectives. ICON currently has no treasury and depends on member organizations for volunteer participation and funding of their participation. All member organizations must agree to the Terms of Reference and to allocate the equivalent of 50 Euros annually as a line item on the organization's budget.

Each member association will fund their Executive Board representative to attend the annual meeting either in person or by means of teleconference. The local host committee will pay for catering and meeting costs for the annual in person meeting.

Advisory Board

Each participating organisation will designate a representative to sit on the ICON Advisory Board. In designating a representative, member associations should take into account the need for consistency and involvement for the entirety of the representative's term.

Goals and an annual action plan will be developed by the ICON Board and reported to member organisations.

The Advisory Board will:

- Identify common issues and concerns related to musculoskeletal health and nursing.

- Identify and prioritize needs for research, education and / or practice initiatives. Establish working groups to address priority areas.
- Promote information exchange between member associations.
- Enhance coordination of member association activities via organisations newsletters, publications, and websites.
- Engage the network of ICON resources and facilitate the application process for new associations
- Contribute information from member organizations to ensure updated web site resource
- Monitor and report opportunities to promote the specialty of orthopaedic nursing to the global health care community, ie calls for abstracts

From within the Advisory Board the following roles will be designated:

- Chair
- Secretary
- Communication / Website

Other roles will be assigned to respond to specific needs as they arise.

Terms of Office

Individuals will assume roles based on a consensus model taking into consideration individual skills and a rotation of responsibilities among the member groups. There will be a maximum term of office of 3 years.

Succession Planning

In the event that the Chair cannot meet the obligations of the role, the immediate past chair will assume the role for a maximum of 6 months. A special election will be held to select a new chair who will then serve a three year term.

Committee Role Outlines

Chair

The Chair will be elected for a 3-year term of office by a majority vote of the Advisory Board. The Chair is responsible to:

- Ensure adherence to the terms of reference
- Organise committee meeting dates & agendas
- Chair meetings
- Act as a spokesperson for the group as appropriate, on issues which have previously been agreed by the Advisory Board.

Secretary

The Secretary is responsible to:

- Facilitate communication and information exchange amongst Advisory Board members.
- Maintain records of association membership
- Record minutes of ICON meetings and distribute within an agreed time frame.

Project Oversight/Resource Distribution (Ad hoc)

- Maintain documentation of current ICON projects including costs and dissemination
- Provide a financial statement and letter with the requested contribution from each member organization as needs arise
- Record revenues and expenditures using the approved methodology.

ICON Ambassador Role

Ambassadors are recognized leaders in orthopaedic nursing who are nominated and approved by the ICON advisory Board.

The Ambassadors are:

- Supportive of ICON mission
- Active members of working groups as required.
- Non-voting members of the Advisory Board
- Mentors/advisors to the ICON advisory board members
- Active in recruiting and supporting new ICON member organizations.

Meeting Frequency

There will be one annual strategic in person Advisory Board meeting and bi monthly teleconference meetings. This meeting will establish a schedule of activities to be addressed during the year and to review progress made on issues and actions previously considered. The annual meeting will take place either prior to or immediately after the host member association conference on a rotating basis. It is recommended that host sites offer a 60% discount on conference fees to one official ICON representative from each member association.

Annual meeting dates will be set for 3 years. The host member association will fund the meeting venue, catering and any internet costs.

Ongoing communication outside the annual meeting will be by means of electronic communication / teleconference. Dates and frequency will be agreed by the Advisory Board.

Confidentiality

Agendas, minutes, draft documents, etc are to be considered confidential to Advisory Board members and their designees while under development, unless agreed otherwise by the board. Minutes are being kept and distributed after approval to member organizations. After approval of the minutes of the ICON meetings each representative is responsible to share the minutes with their association leadership.

Decision Making

Decisions will be primarily through consensus with a formal vote taken when consensus cannot be achieved. The majority will decide the outcome of the vote. A formal vote will be taken to elect Advisory Board Officers and ambassadors. In the event of a tie, the Past Chair will cast the deciding vote.

Conflict of Interest

It is recognised that Advisory Board members, and their organisations, have interests in the matters being considered by the Advisory Board. In general, these interests only become a 'conflict of interest' where there is the potential for personal (or organisation) gain. Personal or organisation gain could be actual or perceived. Members must declare when they have a financial, professional, organisation or personal interest (direct or indirect) that might create conflict and not take part in the discussions around that topic and not vote if it comes to a vote.

Quorum

A quorum of the Advisory Board is half the membership and must include the nominated Chair or Secretary.

ICON Conferences

ICON conferences will be held every three years. An actively participating member organization may submit a bid to be an ICON conference site. Conference sites will be identified three and six years in advance.

Term Of Reference Review

The terms of reference will be reviewed annually

Document agreed on behalf of the following associations

Karen Hertz	RCN Society of Orthopaedic & Trauma Nursing
Terry Lyne McLaughlin	Canadian Orthopaedic Nurses Association
Elaine Collins	Honorary Chair Association of Maltese Orthopaedic Nurses
Cheryl Kimber	President Australian & New Zealand Nurses Association
Joyce Lai	Chair AADO Nurse Subcommittee
Fiona Feeney	Chair Orthopaedic Nurses Section, Irish Nurses Organisation
Ami Hommel	OSIS Sweden orthopaedic nurse association
Kirsten Specht	FSOS Danish orthopaedic nurse association
Alfred Tse	Hong Kong Association of Orthopaedic Nurses

Date: July 2013

Date for Review: May 2014