

Network Steering Committee

TERMS OF REFERENCE

1. VNSHS purpose

The Victorian Network of Smokefree Healthcare Services (VNSHS) is a regional network of the not-for-profit global organisation (ENSH – The Global Network of Tobacco Free Health Care Services <http://www.ensh.org/>).

Established in 2011, the aims of the Victorian network align with those of the global organisation. Its activities are guided by the global organisation's Strategic Plan (<http://www.ensh.org/whoware.php>), which is in turn guided by the WHO Framework Convention on Tobacco Control (<http://www.who.int/fctc/en/>) the international treaty which galvanises global action against tobacco.

The Victorian network:

- Promotes the ideals and resources of the Global Network, including the Global Standards for healthcare services
- Provides opportunities for networking and information sharing amongst Victorian healthcare services
- Works with local stakeholders to enhance the support available to healthcare services

In particular the Network seeks to support Victorian healthcare services in actively implementing the eight Global Standards, including the establishment of smokefree policies, and strategies aimed at providing evidence-based clinical care to clients who smoke; providing support for staff who smoke; and creating an environment which is free of tobacco smoke. In this way the Network has sought to build the capacity of healthcare services to improve their management of smoking and achieve health benefits for patients and staff.

2. VNSHS - Structure and membership

VNSHS is a membership based organisation which is open to all health services in Victoria, including public and private, community-based and acute, metropolitan and regional/rural services.

Membership requirements are determined at a global level, with members being required to demonstrate commitment at an Executive level and to participate in regular internal audit against the Global Standards. Members use this process to achieve ongoing improvement and to benchmark their performance with other members. Members have the opportunity to have their performance validated at a regional level and to progress towards international recognition in the Gold Forum process conducted by the Global Network.

VNSHS oversees the audit and validation processes through the Regional Coordinating Centre, currently funded by Barwon Health and supported by Project Health. The Regional Coordinator is Dr Rudi Gasser from Barwon Health, who also sits on the Board of the Global Network.

The regional Coordinating Centre also initiates and manages a range of other activities aimed at improving member capacity to address smoking in their services. Members have the opportunity to participate in regular meetings and other activities aimed at sharing information and resources.

3. Network Steering Committee - operation

Responsibilities

The Network Steering Committee is established to provide advice regarding the management and activities of VNSHS, so as to achieve the growth and influence that will help the organisation achieve its goals and to optimise the benefits for members and stakeholders.

Specifically, the committee responsibilities include:

- Advice regarding the strategic direction of the organisation
- Advice regarding the operational activities of the organisation

Membership

Membership of the Steering Committee is determined by the VNSHS membership by way of a nomination process. In addition, any funding organisation(s) or associates will have the option of sitting on the committee.

Representation on the committee should achieve input from various member types including, for example, acute and community, metropolitan and regional/rural, public and private. Other stakeholders may also be represented on the committee.

A maximum of six persons will comprise the Committee.

Term of appointment

Members are nominated to the committee for three years or until they no longer hold the position on which their membership is based. Their representation may be extended for a further three years.

Meetings

Meetings will be held at least quarterly and more frequently if required.

A majority of members shall constitute a quorum.

The Chair will be nominated by the committee.

The Coordinating Centre will serve as secretary for the meetings.

4. Conflict of Interest

Steering Committee members and those acting on behalf of VNSHS must not engage in activities that involve or could appear to involve an actual, potential or perceived conflict between their personal interests and the interests of VNSHS. Such circumstances may compromise the members' ability to make impartial decisions or damage confidence in that impartiality.

Steering Committee members must not place themselves in situations that might force them to choose between their personal or financial interests and those of VNSHS.

Members warrant that they do not accept gratuities from, or promote - for commercial benefit - the products or services of companies that manufacture or sell cigarettes, electronic cigarettes or pharmaceuticals.

If there is any doubt about whether a conflict of interest exists, the Steering Committee member must disclose the issue, in writing, to their Chair without delay.

5. Terms of Reference Review

These Terms of Reference will be reviewed every three years or earlier if required.

Accepted by the VNSHS Steering Committee.

Date: 14 February 2017