1. **Purpose**

The primary purpose and objectives of the Bachelor of Nursing student representatives are:

1. To gather the collective learner voice in regards to academic and learner life concerns.
2. To accurately and respectfully represent the views and opinions of the learner cohort.
3. Act as a communication channel between the Nursing Department and the Bachelor of Nursing learner cohort.
4. Aid in the continuous improvement of the learner experience in partnership with the Nursing Department by helping form solutions to identified issues.
5. **Membership**
	1. Two or three members from each year, International & Domestic students, who are all currently enrolled in the Bachelor of Nursing, appointed based on an application process, must include:
		1. A Holmesglen appointed Chair, responsible for:
* Setting and distrusting meeting agendas and supporting documents at last two (2) weeks before each meeting
* Chairing meetings and ensuring all members have the opportunity to be heard
	+ 1. A Holmesglen appointed Secretary, responsible for:
* Taking minutes for each meeting and distributing within two (2) weeks of the meeting for the Chair to review and then send as a draft to the members to approve at the next meeting
* Following up any actions to ensure that they occur by the due date
	1. A mentor will be appointed to the council. The mentor’s role is to support members of the council prior to, during, and after each meeting and ensure critical issues are escalated to the correct area as per 3.8 of this document. The mentor has no voting rights on the council.
	2. Applications can be made by any learner currently enrolled within the Bachelor of Nursing. Applicants will be required to attend an interview. Membership on the council will be held for the duration of their enrolment in the Bachelor of Nursing at Holmesglen.[a period of one year from mid-year break, with a buddy change over period negotiated]
	3. A quorum of 50% plus one (1) council member, in addition to the Chair and Secretary, must be present for every meeting.
	4. The committee may invite any person or body of persons to attend and assist the Committee, but such invitees shall not have voting rights.
	5. Student Representatives to provide the Chair of the Committee with the written intention of withdrawing from the role.
1. **Power and Duties**

The Bachelor of Nursing Student Representative Council (BNSRC) has been established as a representative body within the Bachelor of Nursing to support BNSRC members to:

3.1. Regularly connect with fellow Bachelor of Nursing student representative committee members to obtain feedback on trending concerns faced by Bachelor of Nursing learners

3.2. Report and document feedback to the BNSRC

3.3. Ensure the council hears the collective learner voice.

3.4. Determine and implement effective communication channels between BNSRC and the learner body.

3.5. Implement processes to regularly connect with the student body and obtain feedback on trending concerns pertaining to academic and non-academic issues experienced by Holmesglen learners and recommend an appropriate course of action to overcome such issues.

3.6 Monitor improvement initiatives/process implemented to gauge the effectiveness of the solution/s.

3.7. Provide reports to the Holmesglen Student Representative Council.

3.8. Seek internal professional advice in undertaking powers and duties where necessary and refer items to other internal committees or councils where required. NOTE: If the council becomes aware of a circumstance that requires immediate attention, these matters are to be escalated immediately to the Head of School of Nursing.

3.9. Reach decisions by consensus or, in the absence of a consensus, a resolution must be supported by a simple majority of those BNSRC members present.

NOTE: The chair does not have an additional casting vote. In the event of a tie, the matter will be referred to the Holmesglen Student Representative Council.

1. **Meetings**

4.1. Meetings must occur at least four (4) times in a year

4.2 If the Chair is not in attendance and no Acting Chair has been appointed, the members of the BNSRC may nominate another member to act as Chair for that meeting.

4.3. Meetings will be held on the Holmesglen Moorabbin Campus and via WebEx.

4.4. Meetings may be held or participated in by face to face or WebEx.

4.5. Conflicts of interest must be declared and documented when any matter is being discussed.

1. **Definitions**

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| **Term** | **Meaning** |
| Conflict of interest | Where a member may personally benefit from actions or decisions made in their official capacity |
| Quorum | A minimum number of members of a council or committee that must be present for a meeting and its proceeding to be considered valid |
| Consensus | A general agreement to an opinion or decision among a group of people |

1. **Context and/or referenced documents**
* Holmesglen Council of Education and Applied Research Terms of Reference
* Holmesglen Student Life Committee Terms of Reference
* Holmesglen Student Education Committee Terms of Reference
* Holmesglen Student Association Structure
* Holmesglen Complaints and Appeals Procedure
* Terms of Reference for Holmesglen Student Representative Council
1. **Review**

The terms and reference of the BNSRC must be reviewed no later than three (3) years from the approval date.

The terms of reference will remain in force until it has been reviewed and re-approved or rescinded. The terms of reference may be withdrawn or amended as part of continuous improvement to the scheduled review date.

1. **Version History**

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| **Version Number** | **Date** | **Summary of Changes** |
| 1 | April 2020 | New Terms of Reference  |
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