

ALUMNI of the past Chairs of the National Outreach Forum (NORF)

TERMS OF REFERENCE

Background

These terms of reference form the recommended 'best practice' for the effective operation of an 'informal' alumni of past Chairs of the National Outreach Forum (NORF). By having agreed the terms of reference, there is less likelihood of there being misunderstanding of and between members, and an understanding of purpose of the alumni.

The alumni have no formal role in the management or operation of the National Outreach Forum and Board decisions. The alumni serve only as a pool of individuals with experience in the field of Critical Care Outreach (CCO) that are willing to offer advice to NORF where requested. No financial support will be offered to the alumni.

Purpose and roles of the NORF Past Chairs Alumni

The purpose of the NORF Past Chairs Alumni is to:

- To serve as a point of organisational memory to enable the seamless continuance of NORF
- Offer independent advice to the incoming Chairs of NORF when requested
- Offer mentorship and independent advice to newly appointed NORF Board members when requested
- Offer independent comment to the NORF Board regarding Critical Care Outreach (CCO), Rapid Response Systems (RRS) and Medical Emergency Teams (MET) where individual expertise allows and when requested
- Discuss at the alumni meetings topics or issues requested by the NORF Board

Membership

Membership of the alumni will be for past NORF Chairs, who remain NORF members. As dated, 2021 alumni will include:

Lesley Durham

Tracy Moore

Sarah Quinton

Alison Dinning

Meetings

The alumni will meet twice a year (virtually or in person as agreed) and will:

- Discuss topics or issues requested by the NORF Board
- Generally, discuss issues and topics related to CCO, RRS & MET, and offer comment to the NORF Board if appropriate

Review

The alumni will review their purpose and worth annually and take advice from the NORF Board.