

Terms of Reference: Breast pump hire working group

TOR Approved by

Senior Manager Growth and Engagement

Purpose

- To keep breast pump hire policies, procedures, and resources current
- To support breast pump hirers
- Supports Key Result Area 1 (Breastfeeding peer support), KRA 6 (Organisational viability) and KRA 7 (Training, education, and resources) in the ABA Strategic Plan

Scope

- Breast pump hire documents, resources, policies, and procedures.

Qualifications and skills

- ABA financial members
- Completion of ABA's Volunteer Induction
- Experience in breast pump hire (desirable)
- Ability to work effectively as part of a team.

Ineligibility

Members will cease to be in the Breast pump hire working group if they:

- Do not contribute to the work of the group for a period of 6 months or more.
- Do not attend 3 consecutive meetings without prior apology or equivalent given to the coordinator or noted at a previous meeting
- Breach the ABA Code of Ethics or ABA Code of Conduct

Appointment

- The Breast pump hire working group coordinator will be appointed in accordance with the Australian Breastfeeding Association Delegations Manual, by the Senior Manager Growth and Engagement. The coordinator is appointed for a period of 2 years and may be reappointed on review.
- Expressions of interest in joining the working group will be open to all eligible members and members will be appointed by the Working Group coordinator.

Terms of Reference: Breast pump hire working group

Term of office

The term of office for working group members is 2 years or until the person chooses to resign, is no longer able to meet the required qualifications and skills or become ineligible. Members may be reappointed on review.

Authority to act

The breast pump hire working group has authority to act within the guidelines of this Terms of Reference document, the Australian Breastfeeding Association Constitution, the Code of Ethics, ABA policies and procedures and the Delegations Manual.

Accountable to

Senior Manager Growth and Engagement or their delegate

Roles and responsibilities

- Responsible for updating breast pump hire policies, procedures, and resources.
- Be proactive in breast pump hire promotion ideas and providing new resources as required.
- Promote breast pump hire and use of up-to-date resources
- Be available to support breast pump hire officers within ABA and to answer breast pump queries.
- Liaise with the Webmaster about breast pump hire information and contacts available on the ABA website.
- Assist with review of hospital grade electric breast pumps.
- Improve the customer experience of hiring a pump from Australian Breastfeeding Association
- Ensure that breast pump hire policies and procedures and resources are reviewed at least every 2 years.
- Communicate Breast pump hire policies and procedures to ABA volunteers.

Reporting

Quarterly by the Working Group coordinator to the Senior Manager Growth and Engagement or their delegate

Finances

On request and as per current ABA procedures

Training

- All members must complete ABA's Volunteer Induction prior to appointment

Terms of Reference: Breast pump hire working group

Methods

- Working Group discussions and decision-making is expected to be open, collaborative and respectful. Decisions will be made by consensus.
- Working group meetings will be held online (ie Teams or Zoom etc) unless otherwise agreed.
- Specific task groups set up as required.
- Email communications to the Working Group members.
- Shared access to Working Group folder in Volunteer Hub on SharePoint

Evaluation

The terms of reference shall be reviewed every two years from the date of approval and updated as required. They shall be altered to meet the current needs of the organisation and all committee members, by agreement of the majority.

Revision history

Revision	Date	Description of modifications
V3	November 2023	Updated and standardised to new template
V2	1 April 2021	Updated TOR by VIC Branch Team. Approved by Senior Manager, Breastfeeding Information and Research
V1	18 October 2013	Adapted from Group Projects TOR by the Breast pump Working Group Coordinator. Approved by the Breastfeeding Information and Publications Management Team.