



Canadian
Association of
Nurses in
Oncology

Association
canadienne des
infirmières en
oncologie

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Position Title: **CANO/ACIO –CONJ-Editor**

Position Type: **Volunteer, Board position for a 3 year term, renewable once**

Developed:

Approved:

Revised: January 2008

Association:

The Canadian Association of Nurses in Oncology (CANO/ACIO) is a national organization established in 1984 to support the efforts of Canadian nurses in promoting and developing excellence in oncology nursing practice, education, research, and administration. CANO/ACIO's purpose is to promote prevention of cancer, to provide optimal care of individuals living with cancer, and to provide support for the nurses caring for them. CANO/ACIO's mission is "*Leading Nursing Excellence in Cancer Control for Canadians*".

Reporting Relationship: The CONJ editor reports to the President.

Position Description:

The CONJ Editor is Chair of the Editorial Board, a member of the CANO Board of Directors and a member of the E-Newsletter Committee.

The Editor is responsible for the publication of CONJ, ensures that CONJ information on the Website is current and accurate, and is the link with other journals.

In cooperation with the CANO Treasurer, the Editor creates and manages the CONJ budget.

The role of CONJ Editor includes being the liaison between the CANO Board and CONJ for addressing concerns related to CONJ and for facilitating communication among members and others using CONJ.

Responsibilities:

Key accountabilities of the position include, but are not limited to:

- ensuring timely and consistent communication between the CANO Board of Directors and the CONJ Editorial Board on the status of activities and finances
- preparing and annual budget for approval by the Board of Directors and managing finances according to this budget
- working closely with the CANO Management office for operational matters
- overseeing and approving journal content and layout
- working closely with the translating company for the publication of this bilingual journal
- recruiting, appointing and overseeing editors and reviewers for CONJ and informing the Board of all appointments
- working with the Associate Editors to make policy decisions for CONJ activities subject to CONJ Board approval

Time commitment: 15-20 hours per month

Qualifications:

- CANO member in good standing for the previous two years with oncology experience
- Knowledgeable about CANO/ACIO.
- Experience as an editor or reviewer for a professional journal
- Excellent decision-making, critical thinking and verbal and written communication skills.
- Graduate preparation in nursing, research methodology or journalism
- Bilingual for English and French an asset.