



Canadian Association of Nurses in Oncology  
Association canadienne des infirmières en oncologie

**Position Title:** CANO/ACIO – Director-at-Large: Membership  
**Position Type:** Volunteer, Board position for a 3 year term  
**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*".

**Position Description:**

The DAL, Membership will take a leadership role in ensuring timely and consistent communication among the CANO/ACIO Chapters, the CANO Board, with individual members, and potential members. She/he will lead initiatives to recruit new CANO/ACIO members and retain current members. She/he will support the membership through a variety of activities.

**Reporting Relationship:** The DAL- Membership reports to the President.

**Responsibilities**

The DAL Membership will:

*(1) Council of Chapters*

- Chair and assist the Council of Chapters in the work that they do.
- Liaise among the members, the Board of Directors and head office.
- Develop the agenda for the Council of Chapter meetings.
- Collaborate with head office to schedule and plan all meetings.
- Minutes are taken by the head office representative.
- All messages regarding meetings are sent by head office.
- Plan the face-to-face meeting that is held yearly at the annual conference.
- Work as the liaison for possible interest in starting new chapters
- Maintain the accuracy and currency of the "How to start a new chapter" document for use by members.
- Assist in creating a strong connection between the members and the Board of Directors.

*(2) Individual member liaison regarding membership issues*

- Respond to any member (or refer to the most appropriate person) requesting information regarding membership, how to become a member, membership benefits, how to start a chapter, and so on.
- Act as the lead/liaison between Head office and membership in communication.



*(3) Membership Benefits & Profile*

- Collaborate with Head office and other Board members to revise and update the membership form so that it reflects the reality of oncology nurses needs and work in this present time.
- Communicate members' suggestions for changes or improvements to the remainder of the Board through this position.
- Collaborate with head office to maintain and update the CANO/ACIO database.
- Provides direction to the head office to up-date/revise the Membership forms and other relevant materials, after consultation with the Council of Chapters and CANO/ACIO Board.
- Respond to requests for information on current CANO/ACIO membership database, in consultation with the Director-at-Large, External Relations and others as appropriate, in relation to external requests.

*(4) Nominations*

- Collaborate with Head office to ensure that the process of elections and nominations as per the bylaws are followed and membership have appropriate information and time to elect new Board members.

*(5) Website*

- responsible for ensuring membership content on website is current and accurate

*(6) CANO connections*

- Assumes chair of the e-newsletter committee on a rotating basis with the other DALs for a designated length of time (approximately 2 months a year).
- Assists in identification of the theme for the newsletter. Participates in specific tasks to ensure that the e-newsletter is developed and published in a timely way. The newsletter is published and sent to all members by Head office.

*(7) Oncology Nursing Day*

- Collaborates with the Council of Chapters to determine a theme for Oncology Nursing Day.
- Works with Head office to identify possible graphic designs for OND
- Collaborates with the other Board members and Head office to determine content of OND packages made available to members. OND packages are developed in collaboration with Head office. Items for purchase for OND are agreed upon by all DALs.

*(8) Board responsibilities*

- Participate as an equal member of the CANO/ACIO Board attends at least 75% of Board meetings.
- participate in monthly teleconference meetings and ad hoc meetings if needed
- participate in two face to face meetings; one in the spring and one in the fall
- Respond to communication from other Board members and Head office related to the portfolio.
- Facilitate discussion of member and Chapter issues at Board meetings and ensures communication to the Council and Chapters and members (as appropriate) following each Board meeting.

**Qualifications:**

- CANO member in good standing for the previous two years with oncology experience
- Experience in which skills and knowledge are relevant to the area of responsibility.
- Knowledgeable about CANO/ACIO.
- Possess excellent decision making, critical thinking and communication skills.
- Preference will be given to a bilingual candidate.