



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

CANADIAN ASSOCIATION OF NURSES IN ONCOLOGY ASSOCIATION CANADIENNE DES INFIRMIÈRES EN ONCOLOGIE

Title: CANO/ACIO Connections Committee
Terms of Reference

Date Approved: February 2009

Date Revised: N/A

Section:

Purpose:

The purpose of the E-Newsletter working group is to publish a quarterly, member driven newsletter that:

- promotes and supports all domains of oncology nursing
- communicates key initiatives from the CANO/ACIO Strategic Plan
- informs members about CANO/ACIO activities

Accountability:

The committee is a standing group of the CANO/ACIO Board of Directors and is accountable to the Board through the E Newsletter Chair.

Membership:

The membership of the CANO/ACIO Connections Committee shall include:

- All Directors at Large (DAL) and the CONJ Editor or designate
- At least 1 non-Board CANO/ACIO member
- Managing Director from the Management Company.
- Others will be invited Ad Hoc.

Terms of Office:

Each DAL will participate for the duration of his/her terms on the CANO/ACIO BOD. The (non-Board) CANO/ACIO member will participate for the duration of at least 1 year. The chair position is a one-year term. Each DAL will chair the committee in the following sequence: Professional practice, External, Internal, Membership, Education and Communications.



Functions:

The **Chair** responsibilities include:

- Plan, coordinate and chair all meetings by teleconference
- Prepare & circulate agenda in advance of the meeting.
- Delegate minute taking.
- Ensure timely dissemination of the minutes from each meeting (with action items identified) to each committee member and the CANO/ACIO Executive.
- Coordinate generation of themes and content for each edition
- Set deadlines for submission of content
- Support the committee members to develop content/submissions for each edition
- Collaborate with the publisher to assemble each edition
- Edit final copy of E Newsletter prior to submission to the CANO/ACIO President.
- Ensure e-newsletter is published on time.
- Keep the BoD informed by regular written and verbal reports at BoD meetings, at least Q2 monthly.
- Submit an annual budget to the Treasurer for BoD approval.

The **Member's** Responsibilities include:

- Participate in quarterly meetings (teleconferences, face-to-face, and/or email communication) to establish each newsletter theme based on the current climate and member needs
- Submit agreed upon content to Chair for inclusion in current edition
- Promote themes and content consistent with the strategic direction of CANO/ACIO
- Link one's portfolio responsibilities to the sections of the newsletter

Examples of Topics and Members' Responsibilities:

Chapter Update Member Profile	DAL Membership
Hot Topics	DAL External
SIG Updates Committee updates	DAL Internal
Professional Issues Special Initiatives Best Practices	DAL Professional Practice
Education Patient Education on Website New initiatives	DAL Education
	DAL Communications
CONJ article submission	CONJ Editor



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The **Publisher** responsibilities include:

- Submits final draft for edits or comments to the Chair
- Publishes and distributes E-Newsletter quarterly in January, April, July, and October. Publication date is the last day of each month.

Process for Publication:

- Content for each CANO/ACIO Connections edition will be determined at a planning meeting with members approximately 5 weeks prior to the target publication date.
- At the end of this meeting, a draft outline of this content will be circulated to the CANO/ACIO Executive for their input.
- Approximately 3 weeks prior to target publication date of CANO/ACIO Connections, all submissions for that edition will be received by the chair who will create the first draft of that edition.
- A first draft of that edition will be circulated to the CANO/ACIO Connections committee at least 2 weeks prior to the publication date.
- CANO/ACIO Connections committee will review this first draft and send revisions to the coordinator within 1 week.
- The chair will make final revisions within 3 days and send the final draft to the publisher at least 4 days prior to the target publication date.