



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

*The Canadian Association of Nurses in Oncology/
L'association canadienne des infirmières en oncologie*

Chapter Policy Manual

November 2008

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*The Canadian Association of Nurses in
Oncology/L'association canadienne des infirmières en
oncologie Chapter Policy Manual has been developed to
provide direction and guidance to all chapter officers and
members responsible in carrying out the business of the
chapter. In order to be recognized as an official chapter of
CANO/ACIO, the chapter must submit a formal application
and sign a formal charter agreement.*

What is CANO/ACIO?

- Established in 1984 to support Canadian nurses in promoting and developing excellence in oncology nursing practice, education, administration and research
- CANO/ACIO's mission is to lead nursing excellence in cancer control for Canadians, with a vision of being an international nursing leader in cancer control

Why Join CANO/ACIO?

To Be Informed

Receive the Canadian Oncology Nursing Journal:/ Revue canadiennes de soins infirmiers en oncologie

All CANO/ACIO members receive quarterly issues of CANO/ACIO's official publication, the Canadian Oncology Nursing Journal (CONJ). CONJ is a bilingual, peer-reviewed journal dedicated to providing current, interesting and relevant information to the professional nurse caring for patients with cancer.

Receive the CANO/ACIO Connections electronic newsletter CANO/ACIO members receive quarterly newsletter prior to the issue of CONJ. Each newsletter will focus on a topic such as practice, helpful links, and others to help keep nurses informed.

Visit the CANO/ACIO Website: CANO/ACIO members receive a password to enter the members-only area of the CANO/ACIO website for a directory of CANO/ACIO members as well as CANO/ACIO policies and documents. The CANO/ACIO website provides its members with regularly-updated information on current news and events, CANO/ACIO Standards of Care, CANO/ACIO Annual Conferences, oncology nursing certification, committee and association business, as well as webcasts on relevant and interesting topics.

Access CANO/ACIO Standards: CANO/ACIO members will receive access and updates to CANO/ACIO Standards and Guidelines, including the "CANO/ACIO Standards of Care, Roles in Oncology Nursing, and Role Competencies" which outlines the scope of practice and responsibilities of nurses interacting with people living with cancer and the "CANO/ACIO Pain Report", which outlines standards relating to cancer-related pain and symptom management.

To Be Connected

Attend the CANO/ACIO Annual Conferences: CANO/ACIO members receive a significant discount on registration fees for the nationally renowned CANO/ACIO

Annual Conference held in the fall of each year. CANO/ACIO's annual conferences feature world-calibre keynote presentations, interactive workshops, and over 100 oral and poster abstract presentations on cutting-edge clinical and scientific work from nurses across Canada.

Participate in Local Chapter Events: Each CANO/ACIO member will be registered as a member of his or her local CANO/ACIO Chapter. CANO/ACIO members receive updates and event notices for local chapter events and educational sessions, providing an unparalleled opportunity to meet with oncology nurses in your area and move forward local initiatives.

Celebrate Canadian Oncology Nurses Day: CANO/ACIO members will lead their oncology nursing colleagues in celebrating Annual Canadian Oncology Nurses Day, launched by CANO/ACIO in 2004 and held each year in April as part of Cancer Month. Each CANO/ACIO member receives information on planning and promoting Canadian Oncology Nursing events in their area.

To Be Supported

Receive a Scholarship or Award: CANO/ACIO members are eligible for a diverse and growing number of awards and scholarships, including awards of excellence in several different areas of practice, scholarships for undergraduate and graduate studies, conference travel awards, abstract awards and mentorship awards.

Special Interest Groups: CANO/ACIO members can participate in Special Interest Groups to exchange ideas, knowledge and skills in your specialty area of oncology nursing.

Practice & Educational Resources: CANO/ACIO members have access to the CANO/ACIO pain manual and new educational opportunities via "*New Hope*" Helping Oncology Partners through e-learning modules including Chemotherapy Induced Nausea and Vomiting.

To Make A Difference

Shape Your Future: CANO/ACIO members are invited and encouraged to work with the association to set the direction for cancer control and oncology nursing in Canada and across the world. By participating on the Board of Directors, committees, special interest group or initiatives, or simply by voting, CANO/ACIO members influence change and impact the future of oncology nursing.

Why Form a CANO/ACIO Chapter?

Local chapter development and membership promotes a strong community of practice with oncology nurses. Chapters can organize local events and educational sessions. Collaborative research initiatives can promote knowledge transfer relevant to the geographical oncology patient population. Together oncology nurses can work on local initiatives, with the support of the national organization and become leaders in oncology nursing within their community.

How does one become a chapter?

Inform the Director-At-Large for Membership of your interest and utilize the Chapter Development Package enclosed and on the website to complete the application form.

Chapter Structure

A. Chapter Executive

A minimum of three (3) elected officers (President, President-elect or Vice-president, Secretary and/or combined Treasurer) shall constitute the chapter executive. All members of the executive, whether elected or appointed, have the following responsibilities:

- a. Know the mission statement and vision of the national association
- b. Understand the relationship between the CANO/ACIO BOD and the chapter
- c. Develop a strategic plan for the chapter that is consistent with the mission, vision and strategic plan of the national association
- d. Submit the Chapter Quarterly and Annual Reports on time
- e. Attend more than 50% of the meetings of the chapter executive and the general chapter membership
- f. Attend a transition meeting between the outgoing and the incoming members of the executive and standing committee chairs
- g. Plan for leadership opportunities and for the development of the membership of the chapter
- m. Recognize the professional achievements of the chapter membership

B. Elected Officers and Responsibilities

The officers of the chapter shall be the President, President-elect or Vice-president, Secretary and/or combined Treasurer, Directors-at-Large and other Standing Committee chairs, if elected, as determined by the chapter and described in the Terms of Reference of the chapter.

The officers of the chapter shall be elected by ballot. The officers are responsible to the chapter to assure that the chapter complies with all rules and regulations of CANO/ACIO.

Each officer is expected to become familiar with the current manual when he or she takes office as well as periodically throughout the year. The manual includes a job description, responsibilities, and helpful hints for implementing each elected officer position as well as the required standing committees. The manual provides the basic framework necessary for a chapter and its officers to conduct business and establishes certain criteria that need to be met to maintain status as a compliant chapter.

1. President

- a. Direct the activities of the chapter subject to the control of the chapter executive
- b. If not elected, appoint Committee chairs, with executive approval, for all standing committees
- c. Coordinate the development of chapter goals, strategic plan, objectives, and budget with the chapter executive
- d. Monitor the implementation of the chapter goals, strategic plan, objectives, and budget
- e. Schedule, formulate the agenda, and preside at a minimum of three meetings of the chapter executive
- f. Schedule, formulate the agenda, and preside at a minimum 3 meetings of the general membership. At least one must conduct the business of the chapter
- g. Serve as an ex-officio member of all chapter-standing committees for 1 year
- h. Coordinate the completion, review, and submission of the Annual Report according to procedures established by the national association
 - i. Mentor and prepare the President-elect
 - j. Assure that the records of the chapter are maintained according to procedures established by the national association
 - k. Serve as a liaison between the general chapter membership, the chapter executive, and the national association
 - l. Represent the chapter at meetings of the national association
 - m. Attend the council of chapters meeting held at the annual conference

2. President-elect and/or Vice-president

- a. Learn the role of the President
- b. Assume the role of the President in the following situations:
 - i) Absence of the President,
 - ii) Inability of the President to act,
 - iii) Resignation of the President, and/or
 - iv) Expiration of the President's term.
- c. Consult with the President throughout term of office to provide for continuity and smooth transition of chapter leadership

3. Secretary

- a. Provide for continuity of chapter proceedings through recordkeeping of

- all official activities of the chapter
- b. Maintain all official chapter records associated with the office of Secretary according to procedures established by the national association. Records should include but is not limited to the following:
 - i) Chapter charter
 - ii) Chapter standing rules
 - iii) Financial reports
 - iv) Annual reports
 - v) Minutes of all meetings of the chapter executive, any standing Committee meetings, and general membership meetings.
 - c. Implement an effective communication plan among the chapter membership, the chapter executive and the national association
 - d. Notify all members of the chapter executive of all meeting dates, times, and locations
 - i) Notify the general chapter membership of all meeting dates, times, and locations
 - ii) Record minutes for all meetings of the chapter executive and the general membership
 - iii) Distribute minutes of the meetings as requested
 - iv) Maintain a current roster of chapter members, standing committees, and chapter executive –use of the virtual boardroom (VB) for notification of meetings, posting of minutes, etc.

4. Treasurer

- a. Develop an annual chapter budget, based on the review of the budget from the previous year and the goals and objectives of the chapter as approved by the chapter executive
- b. Supervise the financial transactions of the chapter
- c. Maintain all chapter financial records
- d. Maintain systematic and accurate records of all chapter revenues and expenditures
- e. Prepare a Treasurer's Report for presentation at each meeting of the chapter executive and the general chapter membership business meeting

C. Chapter Membership

- a. All chapter members should be members in good standing with the national association
- b. Each chapter will decide what they would like their membership to be accountable for

Chapter Operating Guidelines

Executive Meetings

- a. Meetings of the chapter executive shall be held at least three times a year. Meeting dates shall be established for a period of one year at the beginning of the term of office
- b. Members of the chapter executive shall be notified of the date, time, and location of meetings two weeks in advance by the Secretary
- c. An agenda, minutes, and written committee reports shall be submitted and distributed to the members of the chapter executive two weeks prior to each meeting date
- d. The President shall preside at all meetings of the chapter executive. In the absence of the President, the President-elect or Vice-president will preside
- e. Meetings shall be conducted according to *Robert's Rules of Order* (current edition)

Membership Meetings

- a. Each chapter will determine the membership meeting guidelines

Chapter Products

- Disclaimer statements must be included on all chapter products.
- Example disclaimer: The _____ Chapter of CANO/ACIO respects your opinions, however, we reserve the right not to publish any submission that our editor or Board of Directors deem inappropriate.
- Approval for the use of the disclaimer statement must be obtained from the Board of Directors of CANO/ACIO.
- The CANO/ACIO logo is to be used in all chapter communication and cannot be altered.
- Chapter logos may be used in conjunction with the CANO/ACIO/ACIO logo

How does a chapter receive annual renewal?

The charter for each chapter is renewed annually. To meet the minimum requirements for charter renewal, the chapter must:

- a. Assure that all members of the chapter are members in good standing of the national association
- b. Elect a minimum of three (3) officers: President, President-elect or Vice-president, Secretary and/or combined Treasurer
- c. The executive must engage in chapter planning at least 3 times/year. This may be in conjunction with membership gatherings.
- d. The membership must gather at least 3-4 times/year of which one gathering should include a business agenda. Gatherings for education and business purposes may be combined.

- e. Maintain a form of communication between the chapter and the membership: meeting announcements or newsletters
- f.. Submit an Annual Report to the DAL membership in May of each year
- g. Chapter must contribute to the CONJ on a predefined rotating schedule.

After review of the Annual Report, the DAL-Membership, based on the Board of Directors (BOD) direction, notifies, in writing, the chapter president of the charter renewal.

What if a Chapter does not meet the Requirements for Charter Renewal?

The DAL Membership will work with the chapter on an individual basis to assess the difficulties with chapter operations. A plan for success with strategies for implementation will be developed and supported until plan completion before a second review.



Canadian	Association	570 West 7 th Avenue, Suite 402
Association of	Canadienne des	Vancouver, BC, Canada V5Z 1B3
Nurses in	Infirmières en	Tel: 604-874-4322 Fax: 604-874-4378
Oncology	Oncologie	E-mail: cano@malachite-mgmt.com
		Web: www.cos.ca/cano

Chapter Development Package

Thank you for your interest in developing a local chapter of the Canadian Association of Nurses in Oncology/L'association canadienne des infirmières en oncologie. Local chapters are instrumental in supporting and educating nurses locally who are interested in oncology practice.

This application package was developed to help you acquire that charter.

Attached you will find a:

- Description of what CANO/ACIO is
- Reasons to join
- Chapter Application form
- Example of chapter terms of reference
- Chapter contacts across the country
- Example of a Council of Chapter agenda
- Other information that might assist you in your planning

We have membership pamphlets that can be sent to you so that you may share with other nurses that might be interested in joining a local chapter and CANO/ACIO.

Again thank you for your interest and let us know if there is anything we can do to assist you.

Lorraine Martelli-Reid,
DAL Membership



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

CANO/ACIO consists of :

- 17 provincial and regional chapters (BCONG, ONIGA, Alberta North, Saskatchewan, Manitoba, NE Ontario, NW Ontario(?), Kingston, TCON, South Simcoe, Waterloo Wellington, Central West, London, Quebec, NB, NS, PEI, NL)
- Several special interest groups: Palliative Care, Advanced Practice Nurses, Surgical Oncology, Radiation Oncology, I cant remember the others
 - Committees; Finance, Research, Education, Recognition of Excellence, Web Site, CANO connections

CANO/ACIO is a member of:

- Canadian Nurses Association
- International Society for Nurses in Cancer Care

Nurses in all practice settings are involved with the process of cancer care: prevention, detection, treatment, rehabilitation and palliative care. Recognizing that individuals with cancer have complex needs, nurses are aware that a specialized body of knowledge and skills is basic to the provision of high quality care. Our national organization for nurses in oncology fosters the maintenance of high standards of nursing care for people with cancer.

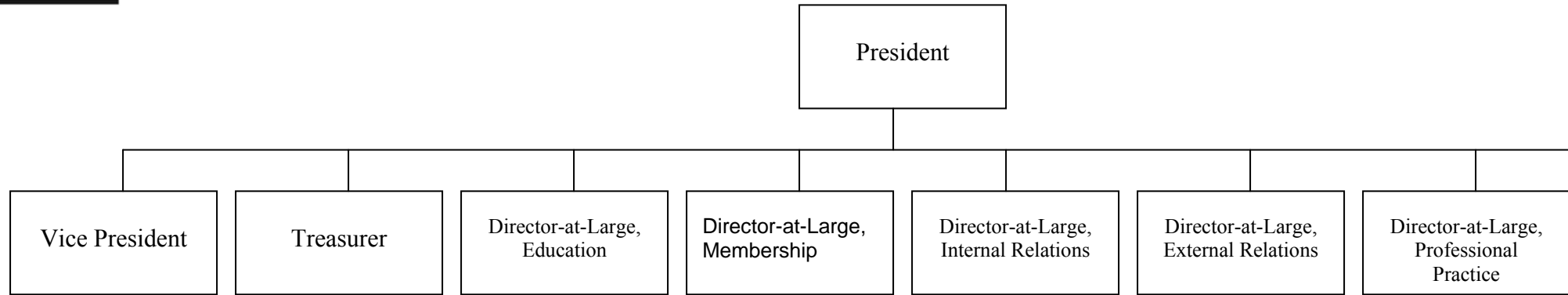
CANO/ACIO is a professional organization which is dedicated to providing excellence in patient care, education, and research in oncology

Our values are that:

- Every nurse is a leader.
- Canadians deserve specialized oncology nurses.
- Evidence-based care is the foundation for excellence in nursing.
- The specialty of oncology nursing is an essential component of health care services across the cancer continuum.
- Collaborative relationships further the health, well-being, and quality of life of Canadians.
- Ongoing learning is essential for the professional and personal development of oncology nurses.
- CANO/ACIO is committed to supporting its members and all oncology nurses.



CANO/ACIO Board of Directors Organizational Structure and Roles



President

Communications (including Media) and Public Relations
 Board meetings & AGM
 Conference Planning Steering Committee (Chair for 2008 & 2009)
 Presentation of the Lifetime Achievement Award
 Liaise with ISNCC, ONS, CAPCA, C2CC and CPAC
 Management office (reports directly to the President)

Vice President

“In training” for President role
 Special initiatives (CONEP, Pain, Fatigue, etc.)
 Strategic planning & implementation of the strategic plan
 By-laws
 Endorsements

Treasurer

Board liaison responsible for addressing questions/concerns related to CANO/ACIO’s finances
 Finance Committee (Chair)

Financial planning; CANO/ACIO budget (assists with its development)

Annual conference liaison specific to finances (starting 2010 co-chair the Conference Planning Steering Committee with DAL-Edu)
 Responsible for current and accurate financial content on website
 Legal Counsel Liaison
 Contract Negotiations

Director-At-Large, Education

Board liaison responsible for addressing questions/concerns related to members and the public educational needs
 CANO membership and public education
 Annual conference liaison specific to content (starting 2010 co-chair the Conference Planning Steering Committee with Treasurer)
 Responsible for ensuring education content on the website is current and accurate
 E-newsletter

Director-At-Large, Membership

Board liaison responsible for addressing questions/concerns related to membership issues (benefits, becoming a member, etc.)
 Council of Chapters (Chair)
 Membership benefits
 Nominations
 Responsible for ensuring membership content on website is current and accurate on the website
 E-newsletter
 Oncology Nursing Day

Director-At-Large, Internal Relations

Board liaison responsible for addressing questions/concerns related to internal committee and SIGs concerns/needs
 SIGs (establishment of new SIGS & support for existing SIGs)
 Committees (Research, Recognition of Excellence, Website, etc.)
 Responsible for ensuring committee & SIGS information on the website is current and accurate
 E-newsletter

Director-At-Large, Education

Board liaison responsible for addressing questions/concerns related to members and the public educational needs
 CANO membership and public education
 Annual conference liaison specific to content (starting 2010 will co-chair the Conference Planning Steering Committee with Treasurer)
 Responsible for ensuring education content on the website is current and accurate
 E-newsletter

Director-At-Large, External Relations

Board liaison responsible for addressing questions/concerns related to stakeholders
 Liaison for external organizations such as CAPO, CNA (official CANO representative at CNA’s annual meeting), NCIC
 CAUSN, Health Canada, CBCI, COS, etc.
 Builds partnerships with key external stakeholders
 Public relations committee member
 Responsible for ensuring content related to external relations on the website is current and accurate
 E-newsletter

Director-At-Large, Professional Practice

Board liaison responsible for addressing questions/concerns related to practice standards, guidelines, competencies, and other professional practice
 Nursing Best Practice Guidelines
 Position statements
 Responsible for ensuring professional practice content on the website is current and accurate
 E-newsletter
CONJ Editor
 Board liaison responsible for addressing questions/concerns related to the journal
 Editorial Board (Chair)
 Communication regarding the journal and facilitating communication between members and others using CONJ
 CONJ budget
 Publication of CONJ
 Links with other journals
 Responsible for ensuring education content on the website is current and accurate

What is the Council of Chapters?

As a local chapter you become part of the council of chapters which provides:

- A forum for the identification, discussion and resolution of member and chapter issues
- A forum for communication and information sharing between members, chapters and the board members and chapters with a direct link to the board through the Director-at- Large-Membership
- an opportunity for round table discussion among chapters, members and the board

Meetings:

- One face-to-face meeting in conjunction with the annual conference
- Quarterly conference calls

Membership:

- Director-at-Large- Membership or his/her designated board member- chair
- Chapter representatives (minimum of one per Chapter)
- Members not affiliated with a Chapter
- Only regular CANO/ACIO members can vote

How Do I Join CANO/ACIO?

To become a member of CANO/ACIO, please complete a membership form available on the CANO/ACIO website at www.cano-acio.ca CANO/ACIO. Or, please contact the CANO/ACIO Head Office:

CANO/ACIO Head Office
375 West 5th Avenue, Suite 201
Vancouver, BC V5Z 1B3
Phone 604-874-4322
Fax 604-874-4378
Email cano@malachite-mgmt.com
Web www.cos.ca/CANO/ACIO



Chapter Charter Application

Date: _____

Dear Director-At-Large Membership:

This letter is an agreement of understanding, and a petition requesting charter. It indicates that we, the Oncology nurses in _____ have voted on _____ (date) and have approved the adoption of the _____ Chapter of CANO/ACIO as the official name of our organization. The geographic area in which it will operate is _____ in the province of _____.

Our Chapter agrees to be bound by the bylaws, policies and procedures of CANO/ACIO and the policies of the Chapter Policy Manual.

Signatures:

President _____

President-elect _____

Secretary _____

Treasurer _____

Chapter Executive

President

Name: _____ Term begins: _____
Phone contact: _____ Term ends: _____
Email contact: _____

President-Elect

Name: _____ Term begins: _____
Phone contact: _____ Term ends: _____
Email contact: _____

Vice-President

Name: _____ Term begins: _____
Phone contact: _____ Term ends: _____
Email contact: _____

Treasurer

Name: _____ Term begins: _____
Phone contact: _____ Term ends: _____
Email contact: _____

Secretary

Name: _____ Term begins: _____
Phone contact: _____ Term ends: _____
Email contact: _____

Chapter Operations

<p>1. Indicate the name of the Chapter. The name should be representative of the geographic area and the membership.</p>
<p>2. Describe the geographic community in which your chapter will operate. Include the north, south, east, west boundaries and the province.</p>
<p>3. Date of most recent meeting and executive elections. _____ mm/dd/year</p>
<p>4. Identify the month in which elections will held and when the new executive will assume their new positions.</p>
<p>5. List any standing committees.</p>
<p>6. Have you developed a logo? If so, please include.</p>
<p>7. Describe your goals or strategic plan.</p>
<p>8. Describe your plans to grow the Chapter and CANO/ACIO membership.</p>
<p>9. Describe the means of chapter communication and frequency.</p>



Sample Chapter Terms of Reference

Canadian Association of Nurses in Oncology/L'association canadienne des infirmières en oncologie

_____ ***Chapter***

The official name shall be the _____ **Chapter of the Canadian Association of Nurses in Oncology L'association canadienne des infirmières en oncologie (CANO/ACIO)**

Terms of Reference

Mission Statement

Leading nursing excellence in oncology for patients and families living with cancer in _____ region

Purpose:

- To provide opportunities for oncology nurses to connect and build a community of practice
- To provide opportunities for oncology nurses to increase knowledge by sharing their expertise
- To provide a forum in which oncology nurses can express opinions and recommendations to the National organization in order to influence oncology nursing
- To increase communication between the National organization and local members

Objectives

- To promote education and specialization in the field of oncology and palliative care through the Canadian Nurses Association
- To disseminate and implement the CANO/ACIO standards of care
- To promote research and best evidence practice guidelines locally
- To provide an opportunity to share research findings
- To promote membership in CANO/ACIO among all nurses working with cancer patients in all domains of practice
- To develop and promote educational fellowships and grants available through CANO/ACIO
- To promote educational grants available through the local chapter

Meetings

- As per charter agreement with CANO/ACIO.

- Written notification via mail and/or email will be posted 2 weeks prior to each meeting
- A business meeting will be held before each educational session

Officers- as per charter agreement with CANO/ACIO

President: 1 year term of office

- Acts as the Liaison with the National Board of Directors
- Acts as the representative on the Council of Chapters
- Presides over all meetings of the executive and the AGM
- Appoints an alternate to chair meetings if required
- Acts as the past president for 1 year after term

Past President: 1 year term of office

- Responsible for quarterly business meetings
- Provides support to newly appointed chairs of subcommittees
- Will sign all thank you notes and other correspondence
- Acts as the alternate president when required

Secretary: 2 year term of office

- Maintain minutes for all meetings
- Maintain the membership list
- Keep attendance at all meetings
- Will communicate information about upcoming meetings

Treasurer: 2 year term of office

- Responsible for safe keeping of monies
- Monies will be deposited in a chartered bank, credit union or trust company
- All cheques are to be co-signed by the treasurer and the past president
- Keep financial records of all transactions
- Prepare a financial statement to be presented to the chapter membership
- Purchase thank you gifts and cards
- Arrange catering when required

Voting

- All members of CANO/ACIO will have an equal vote
- Voting shall be a show of hands
- Quorum shall be those members present at time of meeting

Revised and updated: place date in here



Canadian
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Association
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570 West 7th Avenue, Suite 402
Vancouver, BC, Canada V5Z 1B3
Tel: 604-874-4322 Fax: 604-874-4378
E-mail: cano@malachite-mgmt.com
Web: www.cos.ca/cano

EXAMPLE Meeting Agenda

Name of meeting:
Date of meeting:
Place of meeting:

Chair:
Recorder:
Members in Attendance:

1. Call to order and Roll Call
2. Approval of Agenda
3. Approval of Previous Minutes
4. Business Arising
5. New Business
6. Other Business
7. Next Meeting

-
-
-



COUNCIL OF CHAPTERS

Contact & Officers List [April 2008]

British Columbia Chapter

Primary Contacts: Johanna den Duyf
 Phone: 250-519-5591 & 250-384-5819
 E-mail: jdenduyf@bccancer.bc.ca

Date of Last AGM: Fall 2004

President..... Johanna den Duyf
 Vice President..... TBC
 Secretary Cheryl Upright
 Treasurer..... Helena Akrigg
 Newsletter Alison Currie
 Past President Lynda Balneaves

Alberta Chapter

Primary Contact: Tracy L. Robertson
 Phone: (403) 440-8847 ; (403) 697-4411
 E-mail: tlobertson@mtroyal.ca
 Stephanie Hubbard: shubbard@cancerboard.ab.ca
 Linda Juse: lindajus@cancerboard.ab.ca

Next AGM: April 2008

President..... Tracy Robertson
 President Elect..... TBC
 Secretary Nadine Grahn
 Treasurer..... Linda Juse
 Education Coordinator Stephanie Hubbard
 Administrative Resource Marie Casey

Saskatchewan Chapter

Primary Contact: Natasha Hubbard Murdoch
 Phone: 306-933-7386
 E-mail: natasha.hubbardmurdoch@siast.sk.ca
 E-mail : cheryl.whiting@scf.sk.ca

Date of Next AGM: February 2007

Co-Chair..... Natasha Hubbard
 Murdoch
 Co-Chair..... Cheryl Whiting
 Treasurer..... Penny Henderson
 Education Coordinator..... Heather Doell
 Education Coordinator..... Sheri Briggs
 E-letter Editor..... Tina King

Manitoba Chapter

Primary Contact: Erin Elphee
 Phone: 204-787-1931
 E-mail: erin.elphee@cancercare.mb.ca
 or eelphee@hotmail.com

Date of Last AGM: April 19, 2008

President..... Erin Elphee
 Vice President..... Pam Johnston
 Secretary Evelyn DeGrave
 Treasurer..... Agnes Remillard
 Newsletter Co-Editors..... Jennifer
 Dunsford and Barbara Hues
 Director at Large, Awards & Website-Brenda Peters-
 Watral

Ontario, Central Western Chapter

Primary Contact: Nancy Knox
 Phone: 905-387-9711 ext. 64127
 E-mail: nancy.knox@hrcc.on.ca

Date of Last AGM:

President..... Nancy Knox
 Secretary Jane Burns
 Treasurer..... Sharon Mountain

Ontario, Kingston Chapter

Primary Contact: Diane Batchelor
 Phone: 613-382-3268
 E-mail: dianebatchelor@msn.com

Date of Last AGM: April 20, 2004

President..... Diane Batchelor
 Vice-President..... Linda Morgan
 Secretary Sarah Martinek
 Treasurer..... Maryann Gibson
 MAL..... Paula Grant
 MAL..... Darlyn Racz

Ontario, North Eastern Chapter

Primary Contact: Jane Keown
 Phone:
 E-mail: jkeown@hrsrh.on.ca
 Date of Last AGM: January 2007

President Jane Keown
 Incoming President
 Past President..... Terry MacKenzie
 TreasurerSandy Gervais
 Secretary.....Suzanne Levesque
 Fundraising Nicole McDonald
 Fundraising Margaux Lachance

Ontario, Ottawa Chapter

Primary Contact: Debbie Gravelle
 Phone: 613-562-0500 x 106
 E-mail: dgravell@scohs.on.ca
 Date of Last AGM:

Co-Chair..... Debbie Gravelle
 Co-Chair..... Lynne Jolicoeur
 Secretary..... Kelly Ann Baines
 Treasurer Wendy Hicks

Ontario, Simcoe County Chapter

Primary Contacts: Lynne Penton & Carole Beals
 Phone: 705-325-2201 x 3246
 705-728-9090 x 4425
 E-mail: LAPenton@osmh.on.ca
bealsc@rvh.on.ca
 Date of Last AGM:

Co-Chair..... Lynne Penton
 Co-Chair..... Carole Beals

Ontario, Toronto Chapter

Primary Contacts: Corsita Garraway
 Phone: 416-946-4501 ext 3183
 E-mail: corsita.garraway@rmp.uhn.on.ca
 Date of Last AGM: May 2007

President.....Corsita Garraway
 Past President.....Cindy Shobbrook
 Treasurer Barbara-Anne Maier
 Secretary.....TBC
 MALDevi Ahuja
 MAL Karen Lock
 MAL Kelly McGuigan

Ontario, Waterloo-Wellington Chapter

Primary Contacts: Donna Holmes
 Phone: 519-749-4370 ex 5977
 E-mail: donna.holmes@grhosp.on.ca
 Date of Last AGM:

ChairDonna Holmes
 Treasurer Esther
 Devolin
 MAL Pat Bieronski
 MAL Jane Burns

Quebec Chapter

Primary Contact: Marika Swidzinski
 Phone: 514-934-1934 ex 34855
 E-mail: marika.swidzinski@muhc.mcgill.ca
 Date of Last AGM:

President Sylvie Bélanger
 Vice President Linda Hershon
 Treasurer Jacinthe Brodeur
 Secretary..... Johanne Dumont

Nova Scotia Chapter

Primary Contacts: Joy Tarasuk/Lisa Cicchelli
 Phone: (902) 473-4656/(902) 473-3485
 E-mail:
TARASUKJ@cdha.nshealth.ca/lisa.cicchelli@ccns.nshealth.ca
 Date of Last AGM:

Co-President.....Joy
 Tarasuk
 Co-President.....Lisa Cicchelli
 Angela Dalrymple.....Past
 President
 Secretary.....Karen Woodworth
 Treasurer.....Joan
 Hamilton
 Education Chair.....Joanne Cumminge
 Cape Breton Rep.....Anne
 McCormick

New Brunswick-Moncton Chapter

Primary Contacts: Hilary Mcdonough
Phone: 506-743-4342
E-mail: mcdonough_hilary@hotmail.com

President..... Hilary Mcdonough
Vice President..... Michele Anglehart
Secretary Morven Allen
Treasurer Caroline Devereux

Date of Last AGM:

Newfoundland & Labrador Chapter

Primary Contacts: Sharon Pippy
Phone: 709 738-2163
E-mail: spippy@nl.rogers.com

President..... Sharon Pippy
Treasurer Helen Ennis-LeDrew

Date of Last AGM:

Prince Edward Island Chapter

Primary Contacts: Susan McKay
Phone: 902-438-4418
E-mail: susanfaye18@hotmail.com

President..... Susan McKay
Treasurer Elaine Smith
Secretary Kara McQuaid-Duffy

Date of Last AGM:

Oniga North Chapter, Edmonton

Primary Contacts: Janet Bates/Carole Szwajkowski
Phone: 780-432-8669
E-mail:
janetb@cancerboard.ab.ca/carolszw@cancerboard.ab.ca

President Janet Bates
President elect..... Carole
Szwajkowski
Treasurer.....
Secretary..... Karen Hough

Date of Last AGM:

Ontario, London Chapter

Primary Contact: Susan Collins
Phone: 519-685-8500 ext 5-7319
E-mail: susan.collins@lhsc.on.ca

President Susan Collins
Secretary..... Wendy Gillis
Treasurer..... Patricia Stalker

Date of Last AGM:

Funding Available to Chapters and Members

CANO/ACIO offers grants to support the chapters and these are offered twice a year. The first cycle is due on May 31st and the 2nd cycle is due on October 31st. The amounts of the grants are dependent of the annual budget. The grants are to support chapters in activities which will highlight CANO/ACIO and influence membership. The applications are completed and sent to Head office by the deadline. The grants are then reviewed by the Chapter Funding Committee. The chapters are notified by the DAL membership. The application must be complete to be reviewed. If there are questions you can contact the DAL membership for clarification.

CHAPTER FUNDING APPLICATION FORM

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

Chapter Information

- Please check Chapter for which funding is requested:
- | | | |
|---|---|---|
| <input type="checkbox"/> Alberta | <input type="checkbox"/> Ontario, Central Western | <input type="checkbox"/> Ontario, Simcoe County |
| <input type="checkbox"/> British Columbia | <input type="checkbox"/> Ontario, Kingston | <input type="checkbox"/> Ontario, Toronto |
| <input type="checkbox"/> Manitoba | <input type="checkbox"/> Ontario, London | <input type="checkbox"/> Ontario, Wellington-Waterloo |
| <input type="checkbox"/> New Brunswick | <input type="checkbox"/> Ontario, North Eastern | <input type="checkbox"/> Prince Edward Island |
| <input type="checkbox"/> Newfoundland | <input type="checkbox"/> Ontario, North Western | <input type="checkbox"/> Quebec |
| <input type="checkbox"/> Nova Scotia | <input type="checkbox"/> Ontario, Ottawa | <input type="checkbox"/> Saskatchewan |
- New Chapter: _____

Principal Officers of Chapter (e.g., President, Vice President, Secretary, Treasurer, etc.)

Officer Name: _____ Position: _____

Phone: _____ Fax: _____

E-mail: _____

Officer Name: _____ Position: _____

Phone: _____ Fax: _____

E-mail: _____

Officer Name: _____ Position: _____

Phone: _____ Fax: _____

E-mail: _____

Officer Name: _____ Position: _____

Phone: _____ Fax: _____

E-mail: _____

Date of most recent and/or upcoming Chapter AGM: _____

Applicant Information

Applicant #1 Name (must have signing authority): _____

Funding Guidelines

1. Funding Applications will be considered by the CANO/ACIO Funding Subcommittee (comprised of the Director-At-Large Membership (Chair), the Treasurer and three (3) CANO/ACIO members).
2. The CANO/ACIO board shall approve the amount allocated for Chapter Funding on an annual basis based on an agreed upon percentage of the previous year's revenue for the year.
3. A funding request form must be completed by the requesting Chapter and be submitted to the Funding Committee for consideration. All parts of the funding form must be filled out in order for the request to be considered.
4. The funding request form is to be signed by two representatives of the requesting Chapter. One of the members must have signing authority for the chapter.
5. The Funding Subcommittee will receive, review and recommend chapter funding based on an established set of criteria and available funding. The Executive will give final approval .
6. Requests will be reviewed twice yearly, deadlines being May 31 and October 31 of each year. Notification of funding will be within 1 month of deadline.
7. Chapters will be required to submit information on how funds were used, for statistical (audit) purposes (e.g., flyer for educational session, etc.).

Declaration and Signatures

We declare that

- the information in the application is accurate and complete;
- the application is made on behalf of the Chapter named on page one (1) with its full knowledge and consent;
- if funding is provided, the Chapter will submit information on how the funds were used.

Name of Applicant #1 with Signing Authority

Title/Position

Signed: _____
Signature

Date

Name of Applicant #2

Title/Position

Signed _____
Signature

Date

Chapter Executive Travel Grants

One executive or designate from each CANO/ACIO chapter will be eligible to apply for a subsidy to be used for travel to the annual conference. The executive/designate will make their own travel arrangements to the conference and will be responsible for submitting a Chapter Executive-CANO/ACIO Conference Travel Reimbursement Expense Form within 4 weeks following the conference.

Reimbursement will be made to a maximum of \$350.00 with original receipts submitted. Credit card slips, statements and cancelled cheques are not acceptable as receipts. Finally, the executive/designate must attend the Council of Chapters meeting at the conference to be reimbursed.

Chapter Executive Travel Grant Interest Request

I, _____, as _____ for the _____
(Name) (state executive position or delegate)

_____ Chapter in the Province of _____, will be attending the CANOACIO Conference in _____. I will be attending the Council of Chapters meeting and would like to request the Chapter Executive Travel Grant to assist with attending the meeting.

Signature

Date