



International Society of Nurses in Cancer Care **Guidance Document**

How to Establish a National Cancer Nursing Organization

Why is a National Society Needed?

Cancer Nurses need to have their own national organisation to speak for them and raise cancer nursing related issues at the national level. The national organization would represent cancer nurses within a country to inform practice, develop networks and share experiences. Countries with limited resources may face particular challenges when attempting to establish a national organization. Resources can be limited and there may be poorly developed technical infrastructure. The imperative to establish national cancer nursing societies in countries with limited resources is gathering pace as the incidence of cancer rises. These societies will be pivotal in the efforts to prevent, control and treat cancer.

Functions and Benefits of a National Organization

The functions and benefits of a national organization may include:

- Provide leadership and a national voice for Cancer nurses
- Development and dissemination of standards, training and education
- Support each other and share experiences through opportunities for networking
- Initiate research that will lead to the enhancement of care for people with cancer
- Enable concerns from local forums to feed into national policy and practice.
- Collaborate with other societies involved in the care of the person with cancer
- Promote nurses contributions to national cancer control activities (preventing new cancers, improving survival, alleviating human suffering)

How does ISNCC Support development of new National Oncology Nursing Organizations

The ISNCC will provide guidance and support to individual members of ISNCC who wish to develop a national oncology nursing organization in the following ways:

- Guidance from the Member Development Committee and other committees such as the philanthropic and corporate support committee.
- Link developing societies with similar societies

The Steps Forward

There are several guiding steps that may be utilized to develop your national oncology nursing organization. A summarized diagram of these steps is included in Appendix 1.



Step 1:

- Interested nurses identify the desire to set up a National Oncology Nursing organization.
- The nurses agree on the reasons to establish a National Oncology Nursing Association.
- Aims and objectives are drafted and circulated/distributed to interested parties.
- A proposed structure of the organization is drafted detailing a proposed management structure. The responsibility of the board is to ensure the organization runs efficiently for the maximum benefit of the members. Selection of board members should always be for the purpose of their ability to add value to the organization. Consideration of the type of board should include:
 - Structure
 - Size
 - Membership including qualifications, expertise and experience in governance/voluntary societies

Step 2:

- Identify potential members within the country.
- Inform potential members of the planned development of a national organization and ascertain level of support/interest.

Step 3:

- Members nominate a organization board (see Appendix 2) or "steering committee" who will begin to develop the organization.
- A leader of the organization board is required, a secretary and a treasurer (see Appendix 3 & 4).
- The leader arranges future meetings, develops the agenda and chairs the meetings.
- The secretary records the minutes of the meeting and the decisions made.
- The organization board will draft future membership eligibility & fees.

Step 4:

- The organization board investigates any legal issues involved with developing and establishing a National Cancer Nursing Organization within their country as formal registration with the local or national government may be required.
- The organization board develops a governing document.
- Terms of reference are drafted.
- Board position descriptions & responsibilities are drafted
- Membership structure is drafted.

Step 5:

- The organization board presents the governing documents to the members for approval.

Step 6:

- A formal board is elected with the minimum posts:
 - President (Chair)
 - Secretary
 - Treasurer



- Additional Members may be included as required

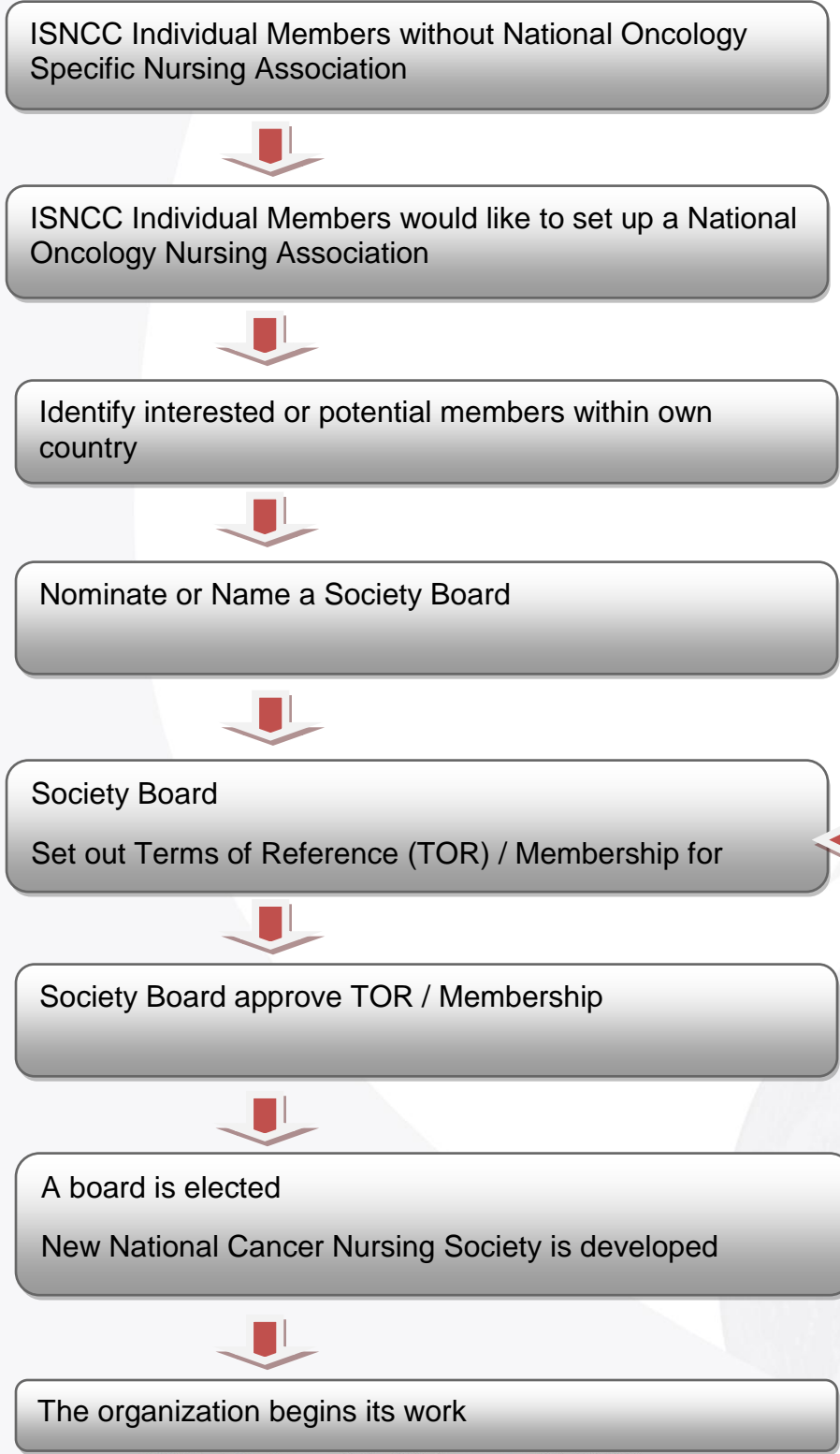
Step 7:

- Other committees may be established as a need is identified. They may include:
 - Research Committee
 - Grants and Awards Committee
 - Regional Committees
 - Educational Committee

It is important to note some committees may be a legal requirement depending on where the organization is established. When establishing a new organization, those persons responsible for its establishment should ensure they are in compliance with the legal requirements necessary to maintain the organization as a legal entity.

In some locations subcommittees such as *Finance and Audit and Constitutional Committees* may be mandated as essential to maintain the legal entity of the organization.

Appendix 1: Establishing a National Cancer Nursing Organization



Example TOR provided
Review of TOR / membership if required by Member Development Committee



Appendix 2: Board Description

The Board:

A board is a governing body that serves as an organisation's highest authority, steering it towards its mission and taking responsibility for its performance. Boards come in different shapes and sizes and they may be called different things for example, an Executive Committee or a Council, however they all have the same basic role.

The Board's Roles and Responsibilities:

- Focus on the big picture
- Carry out assessment of the group's performance and guide it towards its goals.
- Provide purposive leadership, direction and strategy.
 - Formulating a mission.
 - Setting out a strategic vision.
- Carry out risk management
- Attend meetings and make key decisions about the group
- Ensure all legal and financial responsibilities are carried out
- Select and oversee paid staff (if the group has paid staff)
- Oversee or carry out fundraising
- Advocate on behalf of the group to the community
- Carry the community's views back to the group
- Evaluate and improve its own effectiveness



Appendix 3: Board Roles

Boards may consist of a variety of positions these may include:

Board President:

The Board's head person (sometimes referred to as a Chair or Executive) who provides leadership, acts as a spokesperson and manages Board meetings.

Board President Elect or Vice President:

The person elected or appointed to serve as Chair once the current Chair's term has expired.

Board Secretary:

The person responsible for a Board's administrative tasks including preparing and distributing meeting agendas, taking minutes and keeping records.

Board Treasurer:

The Board member responsible for monitoring the financial position of the organisation and for keeping other Board members abreast of financial matters (Appendix 4).

The board may also consist of other members including:

Board Members:

Those people appointed or elected to the governing bodies that are put in place to steer a not for profit organisation towards its mission and take responsibility for its performance (they may also be known as directors, committee members, councilors, trustees).



Appendix 4: Financial Management

The success of a organisation is often linked to effective financial management.

Board Responsibility:

- Determine resources of the organisation (frequently nil or very limited when establishing a new organisation).
- Identify the financial needs of the organisation.
- Set a budget and allocate funds to the programs and initiatives to support the organisation's mission.
- Administer the organisation's finances.
- Monitor and report progress against the budget.

Treasurer's Responsibility:

- Maintain financial records
- Organize bank accounts.
- Account for all money received.
- Account for all money spent.
- Adhere to the organisation's terms and conditions of business (payment of bills, contractual arrangements).
- Manage the organization's money.
- Approve outgoing expenses.
- Prepare financial statements to assist the board with reporting, future planning and performance monitoring.
- Prepare books for an audit.
- Prepare a draft budget for the board, including establishment of a minimum operating budget (below which the organisation would cease to operate).

The treasurer should have a good working knowledge of managing finances and where appropriate keep up with relevant taxation legislation and legal requirements to ensure the organisation is in compliance.



References

Boards Help Sheets Part 4 - Board Structures - Getting the nuts and bolts right available online at http://www.ourcommunity.com.au/boards/boards_article.jsp?articleId=1302

Board Committees Help sheet available online at:
http://www.ourcommunity.com.au/boards/boards_helpsheet.jsp?articleId=1348

Expansion of cancer care and control in countries of low and middle income: a call to action
Farmer, Paul; Frenk, Julio; Knaul, Felicia M; Shulman, Lawrence N; Alleyne, George; et al. The Lancet 376. 9747 (Oct 2-Oct 8, 2010): 1186-93.

Knaul, Felicia Marie, Anderson, Benjamin, Bradley, Colin and Kerr, David, Access to Cancer Treatment in Low- and Middle-Income Countries - An Essential Part of Global Cancer Control (August 1, 2010). Anderson B, Ballieu M, Bradley C, Elzawawy A, Cazap E, Eniu A, Harford J, Kerr

D, Knaul F, Magrath I, Reeler A, Rowett L, Saba J, Samiei M, Sullivan L. Access to Cancer Treatment in Low- and Middle-Income Countries – An Essential Part of Global Cancer Control. Working Paper. CanTreat International, . Available at SSRN: <http://ssrn.com/abstract=2055441>

Overview of board responsibilities financial management and your community group help sheet available online at:
http://www.ourcommunity.com.au/boards/boards_helpsheet.jsp?articleId=1360