



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

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

Position Type: Volunteer, Board member, position for a 3 year term, renewable once, or until a suitable replacement is secured

Revised: September 2014

### 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 mission is "to advance oncology nursing excellence through practice, education, research and leadership for the benefit of all Canadians."

CANO/ACIO's vision is that "CANO/ACIO is a driving force nationally and an influencing force internationally in advancing excellence in cancer nursing across the cancer control spectrum. Canadians across the cancer spectrum have timely access to high-quality nursing."

Reporting Relationship: The CONJ editor reports to the Board of Directors.

### Position Description:

The CONJ Editor is Chair of the Editorial Board, a member of the CANO/ACIO Board of Directors, and a member of the E-Newsletter Committee. The Editor is responsible for the quarterly publication of CONJ, ensures that CONJ information on the website is current and accurate, and is the link with other journals. The role of CONJ Editor includes being the liaison between the CANO/ACIO 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/ACIO Board of Directors and the CONJ Editorial Board
- working closely with the CANO/ACIO 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

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- 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/ACIO member in good standing for the previous two years with oncology experience
- Knowledgeable about CANO/ACIO
- Possess excellent decision making, critical thinking and communication skills
- Preference will be given to a bilingual candidate
- The CONJ Editor is a Nurse
- Demonstrated leadership ability
- Experience as an editor or reviewer for a professional journal

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