Title: Terms of Reference
Developed: April 2014

Purpose:
The purpose of the Education Committee (the committee) is to promote and support CANO/ACIO activities that advance continuing nursing education and professional development, and to serve in an advisory capacity to the Board and membership regarding education issues.

ACCOUNTABILITY:
The committee is a standing committee of the CANO/ACIO Board (the Board) and is accountable to the Board through the Director-at-Large--Education (DAL-Education).

FUNCTIONS:
- Support the CANO/ACIO Strategic interests in the development and establishment of standards and practice related to initial and continuing nursing education, and professional development
- Promote engagement, consultation, and collaboration among CANO/ACIO members in support of continuing nursing education and professional development activities
- Promote a culture of scholarship among oncology nurse educators
- Establish best practices related to oncology nursing education
- Plan and coordinate continuing nursing education activities for the annual CANO/ACIO Conference
- Plan and implement ongoing professional development and continuing nursing education activities for oncology nurses and educators

MEMBERSHIP:
- At least 1 member from each province and territory, as applicable
- Committee membership selection is based on the following criteria:
  - Current membership in CANO/ACIO
  - Knowledgeable about continuing education and professional development needs of oncology nurses
  - Knowledgeable on pedagogical and andragogical approaches
Interest in the design of standards, competencies and indicators

TERMS OF OFFICE:

Members shall be appointed for a two-year term, with an approximate one-third turnover each year.

ROLES:

Director/Chairperson

Responsibilities include:

- Chairs all committee meetings and makes arrangements for keeping written reports
- Updates the CANO/ACIO membership on committee activities by submitting an annual report to the CANO/ACIO Board
- Creates an annual committee budget and submits it to the Treasurer for Board approval
- Monitors and approves all committee expenses
- Sits on special committees and initiatives as needed
- Delegates tasks to members as needed
- Communicates strategic directions from the Board to Committee members

Members:

Responsibilities include:

- Taking meeting minutes on a rotating basis
- Attend regularly scheduled committee meetings. Inform Chairperson and committee if unable to attend
- Engage in planning, discussion, coordination and implementation of National Oncology Nursing Education Committee activities
- Promote CANO/ACIO Education agenda locally and nationally

BUDGET

Requests for expenditures outside of teleconferences and the face-to-face meeting at the conference should be presented to the CANO/ACIO Treasurer.

FREQUENCY OF MEETINGS AND MANNER OF CALL

QUORUM

51% of committee members

REPORTING

Draft #1: April 25, 2013 by C. Cordon
The committee shall report to the Board.

DATE OF LAST REVIEW