



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

**CANADIAN ASSOCIATION OF NURSES IN ONCOLOGY**  
**ASSOCIATION CANADIENNE DES INFIRMIERES EN ONCOLOGIE**  
**NURSING EDUCATION COMMITTEE**

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**Title:** Terms of Reference

**Developed:** April 2014

**Approved:**

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**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**

The committee shall report to the Board.

**DATE OF LAST REVIEW**