



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

## **CANADIAN ASSOCIATION OF NURSES IN ONCOLOGY ASSOCIATION CANADIENNE DES INFIRMIÈRES EN ONCOLOGIE**

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Title: Recognition of Excellence Committee  
Terms of Reference

Developed: January, 2004

Last Updated: October, 2009

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### **ACCOUNTABILITY AND REPORTING RELATIONSHIP**

The committee reports to the CANO/ACIO Board of Directors through the Vice-President and is ultimately accountable to the general membership.

### **PURPOSE:**

The activities of the committee focus on recognizing and valuing all members of CANO by recognizing not only their individual efforts to achieve excellence but also by recognizing their efforts as a group of nurses working in a variety of health care settings across Canada who excel in providing cancer care.

### **DUTIES AND RESPONSIBILITIES:**

Review submissions for awards and select appropriate individuals based on objective criteria.

### **MEMBERSHIP:**

- Members must be current members of CANO.
- Members are appointed by the Committee Chair in consultation with committee members and/or the Board of Directors.
- Membership should consist of a minimum of 4 individuals and maximum 6 people, with various levels of experience in research, education, administration and clinical practice from a variety of health care/education settings.
- Regional representation is encouraged with the aim of representation from Western Canada (BC, Alberta, Saskatchewan, Manitoba), Central Canada (Ontario, Quebec) and Atlantic Canada (NB, NS, PEI, Nfld).
- New members will be recruited through the CANO website and email correspondence to the membership looking for interested members when vacancies arise.



- It is important that all members of the Recognition of Excellence Committee are aware of and review the current CANO Conflict of Interest Policy.

#### **FREQUENCY OF MEETINGS:**

- The committee shall convene for a face-to face meeting on a yearly basis at the National Conference. The remaining meetings will be via teleconferencing and/or email.
- Teleconferences will be held to review nomination packages and select recipients for lectureships and awards.
- Ad hoc meetings will be convened when necessary.

#### **DECISION MAKING:**

- The committee shall select award recipients based on objective, pre-determined criteria.
- Decisions will be made by the group by 'majority rule' process and discussion. Rationale for all decisions will be readily available to the Board of Directors.
- All decisions will be communicated to the Board of Directors through the committee chairperson.

#### **TERMS OF OFFICE:**

- The Chair is appointed for a 2 year term which is renewable twice. It is preferable that the committee chairperson serve on the committee for at least 1 year prior to assuming the position of chair.
- A committee member shall be appointed for a 2 year term which is renewable twice. Half of the members shall be appointed on even numbered years and half on odd numbered years to ensure continuity.
- More experienced members shall act as mentors to new committee members.
- The committee will provide the Board of Directors documentation every two years that the committee membership/Terms of reference have been reviewed and are in good standing.