



Role Profile: President European Oncology Nursing Society

Role of the President

The President is the presiding officer of the European Oncology Nursing Society (EONS).

Eligibility

The President should possess all of the essential qualifications required of an EONS Executive Board member, namely he or she should:

1. be an oncology nurse trained preferably to Masters level with a minimum of five years oncology nursing experience
2. hold individual membership of the Society
3. demonstrate evidence of previous leadership within a national oncology nursing society or other appropriate organisation
4. demonstrate that they have a knowledge and understanding of policy, practice and other issues confronting oncology nursing at a national and international level
5. have a track record in managing projects and staff plus, chairing events and strategic planning
6. demonstrate a commitment to the vision, mission, values, positions, activities and priorities of the Society
7. demonstrate an ability to communicate effectively in English within multi professional events and conferences
8. be able to communicate both verbally and in writing in the Society's official language (English)
9. demonstrate understanding and commitment to their role and responsibilities as a Trustee of the Society which is a registered charity under English law
10. be able to attend and participate fully in all meetings of the Society including board meetings, advisory council meetings, general meetings and any other meetings deemed necessary for the good conduct and governance of the Society

In addition:

The candidate should have served one successful term of office as President Elect of the Society.

Duties of the President

The President will:

1. inspire commitment towards the shared vision, mission, values and beliefs of the Society acting, where necessary, as the lead for strategic planning and priority setting processes for EONS
2. act as the penultimate spokesperson for the Society at an international level, representing EONS to the external world and developing strategic collaborative relationships with key external organisations. This will include representation of the Society in an *ex officio* capacity on external committees, in other organisations, and on ceremonial occasions
3. serve as a role model for and promote ethical decision practices within the Society supporting and appraising trustees of the board
4. support, appraise and manage the EONS executive director
5. act as a mentor for the President-Elect
6. preside at meetings of the Society's Executive Board, Advisory Council and General Meeting having ascertained that the meeting is quorate
7. uphold charity commission regulations and follow the byelaws of the society
8. serve as Chairperson of the Nursing Scientific Committee ECCO and as member of the nursing scientific committee of the EONS Spring Convention (or appoint a nominee to fulfil this role)
9. respond to members' enquiries relating to the Society's procedures or factual information bearing upon the business of the Society
10. authenticate, by his/her signature when necessary, all acts, orders and proceedings of the governing bodies.
11. participate in the annual evaluation and performance appraisal of the Society's Executive Director and other EONS secretariat staff

Desirable Characteristics for the Position of EONS President:

Candidates for the post of EONS President should possess the following characteristics necessary for the successful completion of their role:

1. reliability
2. personal integrity
3. fairness
4. decisiveness
5. ability to work on their own initiative
6. effective team working and team leadership skills
7. an ability to influence, negotiate and persuade others
8. an ability to motivate and inspire others

9. a flair for creativity, innovation and lateral thinking
10. dedication to the good conduct and governance of the Society
11. flexibility and adaptability
12. ability to speak in public on behalf of the society
13. an ability to work collaboratively with members, stakeholders and sustaining partners of the Society
14. an aspiration to excellence and the achievement of common goals
15. willingness to invest their time, energy and commitment to the Society

Arrangements for the Disbursement of Employer's Costs / Expenses

Applicants for the post should have sought and received assurance from their employer(s) that they will be able to dedicate the requisite amount of time to the post before putting themselves forward for election. In recognition of this, EONS will reimburse the President's employer(s), or the President him/herself if self employed, with a sum roughly equivalent to 52 full day's salary, the agreed sum to be decided biannually by the Society's Finance Committee. Travel, accommodation and reasonable expenses incurred in respect of the role will also be refunded to the post-holder where appropriate.

Roles of the Past-President and President-Elect

The constitution of the European Oncology Nursing Society provides for the offices of Past-President and President-Elect.

The President-Elect is elected one term in advance. In this way the Society never votes on any candidate for the office of President. When a member has served his/her full term as President-Elect, he/she automatically becomes President for a full term of two years. Once a person has been elected President-Elect, the Advisory Council and Executive Board cannot alter their decision on the succession of that person to the Presidency unless he/she vacates office during his/her term as President-Elect or unless grounds arise for deposing him/her from that office. After serving his/her two-year term, the President becomes Past-President for the two following years.

Eligibility

The President-Elect and Past-President should possess the generic qualifications required of an EONS Executive Board member, namely he or she should:

1. be an oncology nurse trained preferably to Masters level with a minimum of five years oncology nursing experience
2. hold individual membership of the Society
3. demonstrate evidence of previous leadership within a national oncology nursing society or other appropriate organisation
4. demonstrate that they have a knowledge and understanding of policy, practice and other issues confronting oncology nursing at a national and international level
5. have a track record in managing projects and staff plus, chairing events and strategic planning
6. demonstrate a commitment to the vision, mission, values, positions, activities and priorities of the Society
7. demonstrate an ability to communicate these effectively at national and international level
8. be able to communicate both verbally and in writing in the Society's official language (English)
9. demonstrate understanding and commitment to their role and responsibilities as a Trustee of the Society which is a registered charity under English law
10. be able to chair or co-chair EONS working parties and projects
11. be able to attend and participate fully in all meetings of the Society including board meetings, advisory council meetings, general meetings and any other meetings deemed necessary for the good conduct and governance of the Society

In addition:

The President-Elect should be a member of one of the member societies of the European Oncology Nursing Society (EONS) and demonstrate an ability to provide effective leadership, conduct meetings effectively, and facilitate the group processes.

Duties of President-Elect and Past-President.

1. act as role models for EONS members by upholding the shared vision, mission and values and beliefs of EONS
2. work closely with the President to coordinate the work of the organisation in order to assume leadership and provide continuity
3. the President-Elect shall preside or fill the vacancy for the remaining term of office if the office of President should become vacant between elections
4. the Past-President or President-elect shall fulfil the responsibilities of the President if the President is unable to represent the Society for whatever reason other than vacating the office
5. perform any duties nominated to them by the President in his/her absence and other duties as determined by the President and the governing bodies
6. the President-Elect shall serve as Chairperson of the Nursing Scientific Committee for the EONS Spring Convention (or appoint the most appropriate individual to fulfil this position)

Desirable Characteristics for the Position of EONS President-Elect / Past President:

The President-Elect and Past-President of the Society should possess the following characteristics necessary for the successful completion of their role:

1. reliability
2. personal integrity
3. fairness
4. decisiveness
5. ability to work on their own initiative
6. effective team working and team leadership skills
7. an ability to influence, negotiate and persuade others
8. an ability to motivate and inspire others
9. a flair for creativity, innovation and lateral thinking
10. dedication to the good conduct and governance of the Society
11. flexibility and adaptability
12. ability to speak in public on behalf of the society
13. an ability to work collaboratively with members, stakeholders and sustaining partners of the Society
14. an aspiration to excellence and the achievement of common goals
15. willingness to invest their time, energy and commitment to the Society

Arrangements for the Reimbursement of Expenses

In order to comply with the requirements of United Kingdom Charity Law, the posts of Past-President and President-Elect are unremunerated, but as with all Executive Board members, the cost of travel, accommodation and reasonable 'out-of-pocket' expenses incurred as a direct consequence of their role as Executive Board members will be refunded on receipt of a properly completed expenses form.

Role Profile – Executive Board Member **Reports to – President of EONS**

Overview and Job Purpose

EONS exists to add value to the work of its individual members and societies in delivering care to patients with cancer. The goals of EONS are reached by focusing on the CARE strategy (Communication, Advocacy, Research & Enhancing members potential). It aims to assist in the promotion of developing healthy communities through influencing, research and education.

This responsibility is discharged through four main roles: -

- Corporate Government. Ensuring robust systems processes are in place to protect the interests of its membership, minimising any corporate a financial risk.
- Financial scrutiny – To ensure transparent use of finances, using developed frameworks to review and manage budgets and income generation.
- Strategic planning - to fulfil the objectives set by EONS membership and to set operational programmes.
- Expert representation – to serve on external committees and represent EONS views as designated by President of EONS.

Reporting to the President of EONS the Executive Member will be responsible for the executives of the EONS working plan, in accordance with agreed objectives, targets, quality standards, controls and resource constraints, in line with the strategy of the society.

In addition they have developed responsibility for certain priorities for EONS, assuming overall responsibility for the strategic direction of the priority and formal reporting person to the Executive Board.

Key Accountabilities

1. LEADERSHIP – Jointly with the President of EONS and other Executive Board Members to provide clear business and professional leadership to EONS members, leaving the EONS strategy to ensure expert representation and implementation.
2. STRATEGY – to lead the development and review of EONS working strategic working plan and business strategy in collaboration with the Executive Board, to ensure that it is consistent with the Board vision (ii) professional requirements (iii) the needs of EONS members and other key stakeholders. The Executive Board Member will take the lead on identified areas of practice and co-ordinate the implementation and review of developed responsibilities.
3. PLAN – to contribute to the development and implementation of the annual business plan to give effect to the strategy including role within external partnership working.
4. RESOURCES – to manage and be responsible for specified revenue budgets on behalf of EONS and to ensure that expenditure and income is within agreed financial plans and budget and to ensure compliance with financial protocols.
5. PERFORMANCE – in conjunction with the President of EONS and other Executive Directors to monitor the performance of EONS in relation to set objectives and take remedial steps where necessary, to ensure all objectives and targets are achieved and that all performance reporting requirements are satisfied.

6. **RISK & GOVERNANCE** – to contribute to the development and application of systems, control processes and risk management arrangements that ensure full compliance with internal and external governance and best practice requirements.
7. **STAKEHOLDER LIAISON** – to represent EONS in the wider professional community, partnership organisations and key stakeholders on professional issues in order to enhance the reputation of EONS and receive feedback on service delivery.
8. **SERVICE IMPROVEMENT** – In collaboration with the President of EONS to contribute to the development of projects that contribute to the ongoing modernisation initiatives for cancer nursing in relation to EONS strategic plan.
9. **RESEARCH & DEVELOPMENT** – to contribute to the development and review of EONS research and development programme ensuring the programme is consistent with (i) the Board vision and priorities (ii) the changing needs of EONS members and key stakeholders including other professional societies. This will ensure developments are driven by evidence based practice and underpins professional standards and evaluation.