



**Terms of Reference
EONS Communication Working Group**

<p style="text-align: center;">Responsibilities</p>	<ul style="list-style-type: none"> • EONS has four Working Groups (WGs), conforming with the EONS CARE strategy: Communication, Advocacy, Research and Education. The WGs are responsible for: <ul style="list-style-type: none"> - Delivering strategic expert advice to the EONS Executive Board - Overseeing the work of their assigned Task Groups (TGs) - Developing and running WG projects • The WGs and their TGs will report to the EONS Board quarterly by providing information for the Progress and Report. • Activities that require Board input or decision-making will be submitted to the Board in the quarterly Exception Report. • WG members will identify projects and activities for the next financial year in the final quarter of the previous financial year. Project proposals (including budget) will be submitted to the EONS Board for decision-taking. • When a project proposal is submitted to the Board after this deadline, the Board could still consider the proposal, but alternative funding may need to be sought by the TG if the proposal receives Board approval.
<p style="text-align: center;">Membership</p>	<ul style="list-style-type: none"> • Each of the WG's will have one chair and one co-chair, one of whom must be a member of the EONS Board. The second chair can be either another Board member or an expert in the WG's area (or both). • The chair will hold a leadership position and is therefore carrying ultimate responsibility • Each WG should have a minimum of one Board member among its participants to maintain the direct link between the WGs and the Board. • WG's would have a membership of between 5 – 11 members. • WG's must have enough members to meet its agreed

	<p>goals (on time and within budget) and to have productive discussions.</p> <ul style="list-style-type: none"> • WG members must be individual EONS members or EONS Society Members. • Membership of the group lasts for 2 years, for both Working Group members and Chairs. A membership may be renewed 2 times. Membership to the Working Group therefore lasts for a maximum of 6 years. • All new members will be requested to complete a “WG membership Application Form”, to sign and complete the “Conflict of Interest Forms” and to provide a photo and short biography for the EONS website.
<p>Working arrangements</p>	<ul style="list-style-type: none"> • The language for communication (spoken and written) within the WGs is English. • Members of the WG will work using emailing as the main means of communication. • Each WG will hold a minimum of one face-to-face meeting per year. EONS will cover the travel and accommodation costs from within a specific defined face-to-face meeting budget. • Telephone conferencing services are available to the WGs and will be provided when needed. • WG members are required to manage their work to enable them to attend the face-to-face meeting(s) and conference calls. • WG members are expected to actively participate in the WG and its activities. • WG Members are expected to promote and advocate for the work of EONS where appropriate. • WG Members are to ensure that they maintain the integrity of EONS policy and administrative decisions recognising and declaring any conflict of interest that may result in abuse of this. • Timely delivery of project work is expected. • WG chairs are responsible to make every effort to ensure that work is shared equally within the group. • If participation of a WG member is unsatisfactory for sustaining the work of this group, direct contact will be made by the chairs. If the agreed upon conditions are not met, the chairs have the responsibility to disinvite this person. A new member will be selected accordingly.
<p>Objectives</p>	<ul style="list-style-type: none"> • To help inform membership, key stakeholders and other constituents regarding EONS activity and business using different medium • To develop a strong working relationship with EONS

	<p>National Member Societies and all key cancer organisations and agencies across Europe and Internationally</p> <ul style="list-style-type: none"> • To encourage members to share knowledge and activities relating to aspects of communication as to further best practice • To support the EONS membership survey and to analyse the data and feedback in relation to communication and information processes. To respond to membership feedback, comments and suggestions. To make changes as appropriate. • To work closely in partnership with the advocacy working group looking at how the cancer nurse voice is communicated at a strategic and policy level • To develop EONS' social media footprint using different tools and enablers • To assess annually the effectiveness of EONS different medium (website, newsletter, magazine etc.) and to report value to the board • To develop tools and strategies for communicating with key demographic groups (young cancer nurses / international cancer nursing societies / academic providers etc.) <p><i>Latest review: 9 March 2017</i></p>
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