



## Terms of Reference EONS Education Working Group

<p style="text-align: center;">Responsibilities</p>	<ul style="list-style-type: none"> <li>• EONS has four Working Groups (WG's), conforming with the EONS CARE strategy: Communication, Advocacy, Research and Education. The WGs are responsible for:             <ul style="list-style-type: none"> <li>- Delivering strategic expert advice to the EONS Executive Board</li> <li>- Overseeing the work of their assigned Task Groups</li> <li>- Developing and running WG projects</li> </ul> </li> <li>• The WGs and their TGs will report to the EONS Board quarterly by providing information for the Progress and Report.</li> <li>• Activities that require Board input or decision-making will be submitted to the Board in the quarterly Exception Report.</li> <li>• 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.</li> <li>• 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.</li> </ul>
<p style="text-align: center;">Membership</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• After election, the first term of membership will last 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.</li> <li>• Each of the WG's will have one chair and one co-chair or two co-Chairs, 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).</li> <li>• The chair will hold a leadership position and is therefore carrying ultimate responsibility</li> <li>• Each WG should have a minimum of one Board member among its participants to maintain the direct link between the WGs and the Board.</li> </ul>

	<ul style="list-style-type: none"> <li>• WG's would have a membership of between 5 – 11 members.</li> <li>• WG's must have enough members to meet its agreed goals (on time and within budget) and to have productive discussions.</li> <li>• WG members must be individual EONS members or EONS Society Members.</li> </ul>
Working arrangements	<ul style="list-style-type: none"> <li>• Membership of the Working Group is on a voluntary basis.</li> <li>• The language for communication (spoken and written) within the WGs is English.</li> <li>• Members of the WG will work using emailing as the main means of communication.</li> <li>• 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.</li> <li>• Telephone conferencing services are available to the WGs and will be provided when needed.</li> <li>• WG members are required to manage their work to enable them to attend the face-to-face meeting(s) and conference calls.</li> <li>• WG members are expected to actively participate in the WG and its activities.</li> <li>• WG Members are expected to promote and advocate for the work of EONS where appropriate.</li> <li>• 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.</li> <li>• Timely delivery of project work is expected.</li> <li>• WG chairs are responsible to make every effort to ensure that work is shared equally within the group.</li> <li>• 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.</li> </ul>
Objectives	<ul style="list-style-type: none"> <li>• Provide direction in relation to education and innovation in cancer nursing practice for the EONS board.</li> <li>• Provide expertise to scope and evaluate areas of cancer nursing practice that require educational development and review current EONS educational materials.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Share expertise in relation to cancer nursing education and practice development.</li><li>• Support initiatives that promote cancer nursing practice through education.</li></ul> |
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*Latest review: 5 April 2016*