

International Society of Nurses in Cancer Care

Guidance Document

WWW.ISNCC.ORG

How to Establish a National Cancer Nursing Society

Why is a National Society Needed?

Cancer nurses need to have their own national organisation to speak for them and raise cancer nursing related issues at the national level. The national society would represent cancer nurses within a country or region to inform practice, develop networks and share experiences. Countries or regions with limited resources may face particular challenges when attempting to establish a national society. Resources can be limited and there may be poorly developed technical infrastructure. The imperative to establish national cancer nursing societies in countries or regions with limited resources is gathering pace as the incidence of cancer rises. These societies will be pivotal in the efforts to prevent, control and treat cancer.

Functions and Benefits of a National Society

The functions and benefits of a national society may include:

- Provide leadership and a national voice for Cancer nurses
- Development and dissemination of standards, training and education
- Support each other and to share experiences through opportunities for networking
- Initiate research that will lead to the enhancement of care for people with cancer
- Enable concerns from local forums to feed into national policy and practice.
- Collaborate with other societies involved in the care of the person with cancer
- Promote nurses contributions to national cancer control activities (preventing new cancers, improving survival, alleviating human suffering)

How Does the ISNCC Support the Development of New National Cancer Nursing Society's?

The ISNCC will provide guidance and support to individual members of ISNCC who wish to develop a national cancer nursing society in the following ways:

- Guidance from the Member Development Committee and other committees such as the philanthropic and corporate support committee.
- Link developing societies with similar societies
- Support joining ISNCC as a 'Full Member' Society when established

The Steps Forward

There are several guiding steps that may be utilized to develop your national cancer nursing society. A summarized diagram of these steps is included in Appendix 1.

Step 1:

- Interested nurses identify the desire to set up a national cancer nursing society.
- The nurses agree on the reasons to establish a national cancer nursing society.
- The aims and objectives are drafted and circulated to interested parties or stakeholders.
- A proposed structure of the society is drafted detailing a management structure. The responsibility of the board is to ensure the society runs efficiently for the maximum benefit of the members. The selection of the board members should always be for the purpose of their ability to add value to the society. Consideration of the type of board should include the:
 - Structure
 - Size
 - Membership including qualifications, expertise and experience in governance and voluntary societies

Step 2:

- Identify potential members within the country or region.
- Inform potential members of the planned development of a national society and ascertain the level of support and interest.

Step 3:

- Members nominate a society board (see Appendix 2) or 'steering committee' who will begin to develop the society.
- A leader of the society is required, including a secretary and a treasurer (see Appendix 3 & 4).
- The leader arranges future meetings, develops the agenda and chairs the meetings.
- The secretary records the minutes of the meeting and the decisions made.
- The society board will draft future membership eligibility and fees.

Step 4:

- The society board investigates any legal issues involved with developing and establishing a national cancer nursing society within their country or region as formal registration with the local or national government may be required.
- The society board develops a governing document.
- Terms of reference (ToR) are drafted.
- The board position descriptions and responsibilities are drafted
- The membership structure is drafted.

Step 5:

- The society board presents the governing documents to the members for approval.

Step 6:

- A formal board is elected with the following minimum posts:
 - President (Chair)
 - Secretary
 - Treasurer

Step 7:

- Other committees may then be established as a need is identified. They may include:
 - Research Committee
 - Grants and Awards Committee
 - Communication Committees
 - Educational Committee

It is important to note some constitutional committees may be a legal requirement depending on the country or region. When establishing a new society, those persons responsible for its establishment should ensure they are in compliance with the legal requirements necessary to maintain the society as a legal entity.

Appendix 1: Establishing a National Cancer Nursing Society

ISNCC Individual Members would like to set up a National Oncology Nursing

ISNCC Individual Members without National Oncology Specific Nursing Association

Identify interested or potential members within own country

Nominate or Name a Society Board

Society Board Sets Out Terms of Reference (TOR) / Membership

Society Board Approves Terms of Reference (TOR) / Membership

A Board is Elected & New National Cancer Nursing Society is Developed

The Society Begins its Work

Appendix 2: Board Description

The Board:

A board is a governing body that serves as a society's highest authority, steering it towards its mission and taking responsibility for its performance. Boards come in different shapes and sizes and they may have different names for example, an Executive Committee or a Council, however they all have the same basic function.

The Board's Roles and Responsibilities:

- Focus on the big picture
- Carry out assessment of the society's performance and guide it towards its goals
- Provide purposive leadership, direction and strategy
- Formulating a mission
- Setting out a strategic vision
- Carry out risk management
- Attend meetings and make key decisions about the society
- Ensure all legal and financial responsibilities are carried out
- Select and oversee paid staff (if the group has paid staff)
- Oversee or carry out fundraising
- Advocate on behalf of the society to the community
- Carry the community's views back to the society
- Evaluate and improve its own effectiveness

Appendix 3: Board Roles

Boards may consist of a variety of positions which may include:

Board President:

The Board's head person (sometimes referred to as a Chair or Executive) who provides leadership, acts as a spokesperson and manages Board meetings.

Board President Elect or Vice President:

The person elected or appointed to serve as Chair once the current Chair's term has expired.

Board Secretary:

The person responsible for a Board's administrative tasks including preparing and distributing meeting agendas, taking minutes and keeping records.

Board Treasurer:

The Board member responsible for monitoring the financial position of the society and for keeping other Board members abreast of financial matters (Appendix 4).

Board Members:

Members are appointed or elected to the governing bodies that are put in place to steer a not for profit organisation towards its mission and take responsibility for its performance (they may also be known as directors, committee members, councillors or trustees).

Appendix 4: Financial Management

The success of a society is often linked to effective financial management.

Board Responsibility:

- Determine resources of the society (frequently nil or very limited when establishing a new organisation)
- Identify the financial needs of the society
- Set a budget and allocate funds to the programs and initiatives to support the society's mission
- Administer the society's finances
- Monitor and report progress against the budget.

Treasurer's Responsibility:

- Maintain financial records
- Organize bank accounts
- Account for all money received
- Account for all money spent
- Adhere to the society's terms and conditions of business (payment of bills, contractual arrangements)
- Manage the society's money
- Approve outgoing expenses.
- Prepare financial statements to assist the board with reporting, future planning and performance monitoring.
- Prepare books for an audit.
- Prepare a draft budget for the board, including establishment of a minimum operating budget (below which the society would cease to operate).

The treasurer should have a good working knowledge of managing finances and where appropriate keep up with relevant taxation legislation and legal requirements to ensure the society is in compliance.

References

Boards Help Sheets Part 4 - Board Structures - Getting the nuts and bolts right available online at http://www.ourcommunity.com.au/boards/boards_article.jsp?articleId=1302

Board Committees Help sheet available online at:

http://www.ourcommunity.com.au/boards/boards_helpsheet.jsp?articleId=1348

Expansion of cancer care and control in countries of low and middle income: a call to action Farmer, Paul; Frenk, Julio; Knaul, Felicia M; Shulman, Lawrence N; Alleyne, George; et al. *The Lancet* 376. 9747 (Oct 2-Oct 8, 2010): 1186-93.

Knaul, Felicia Marie, Anderson, Benjamin, Bradley, Colin and Kerr, David, Access to Cancer Treatment in Low- and Middle-Income Countries - An Essential Part of Global Cancer Control (August 1, 2010). Anderson B, Ballieu M, Bradley C, Elzawawy A, Cazap E, Eniu A, Harford J, Kerr

D, Knaul F, Magrath I, Reeler A, Rowett L, Saba J, Samiei M, Sullivan L. Access to Cancer Treatment in Low- and Middle-Income Countries – An Essential Part of Global Cancer Control. Working Paper. CanTreat International, . Available at SSRN: <http://ssrn.com/abstract=2055441>

Overview of board responsibilities financial management and your community group help sheet available online at: http://www.ourcommunity.com.au/boards/boards_helpsheet.jsp?articleId=1360