

KNOWLEDGE DEVELOPMENT AND DISSEMINATION COMMITTEE TERMS OF REFERENCE

POLICY TITLE: KNOWLEDGE DEVELOPMENT AND DISSEMINATION COMMITTEE TERMS OF REFERENCE

DATE DRAFTED: AUGUST 2010; RE-DRAFTED JULY 2011 and SEPTEMBER 2012

REVIEWED: DECEMBER 2018

NEXT REVIEW: DECEMBER 2020

Purpose

The purpose of the Knowledge Development and Dissemination Committee is to facilitate the advancement and application of knowledge for the benefit of cancer nursing professionals and the community they serve around the world.

Objectives

The Knowledge Development and Dissemination Committee will achieve its purpose by performing the following functions:

- Create and maintain a platform of existing resources to inform policy and practice relevant to cancer nursing
- Lead and participate in projects that will advance and apply evidence relevant to cancer nursing and cancer control
- Support the implementation of ISNCC position statements through locating existing resources or development of new resources
- Utilize the International Conference on Cancer Nursing as a vehicle for access to education, use of evidence in practice and dissemination of research
- Collaborate with "Cancer Nursing" – the official journal of the ISNCC to maximise its reach and impact on the international cancer nursing community
- Lead and facilitate initiatives that will advance knowledge dissemination and translation, especially in the low- to middle- income countries.

Membership

The Knowledge Development and Dissemination Committee will have the following members:

- Chair - Knowledge Development and Dissemination Board Director
- Committee Members – Up to 8 covering all six WHO Regions where possible, of whom one will be appointed as Vice Chair. Committee members will have a demonstrated track record in development and implementation of knowledge.
- ISNCC President and President Elect/Immediate Past President (ex officio)

Appointment to the Committee

- Non-Board Committee Members are appointed by the ISNCC Board of Directors following a call for expressions of interest to all Full Members, Associate Members, Individual Members, and Global Citizens.
- The Vice Chair is appointed by the ISNCC Board from the Non-Board Committee Members. The Vice Chair serves one year of their three year term in the role of Vice Chair, with an option of renewal for one further year.

To maintain membership of the Committee, members must:

- Actively participate in at least 60% of the scheduled meetings per annum
- Maintain membership of ISNCC for the duration of their term on the Committee, either through their membership of an ISNCC Full Member, or as an Individual Member or Global Citizen

Terms of Office

- ISNCC Board members who are members of the Knowledge Development and Dissemination Committee maintain their position for their elected Term of Office
- Other committee members serve a 3 year term with a maximum of 2 terms
- The Immediate Past Committee Chair may remain on the committee to facilitate transition for 1 term or less as agreed and approved by the ISNCC Executive.

Meetings

- Meetings will be held by video/teleconference. Face to face meetings may be scheduled at ISNCC Events.
- The Committee will meet at least 5 times each year as a minimum requirement.
- The Agenda will be prepared by the Chair and circulated at least 5 days before the meeting.
- Minutes will be recorded by the Vice Chair (or designee) and circulated at least 10 days following the meeting.

Reporting

- Bimonthly status reports for discussion at ISNCC Board of Directors
- Annual report for inclusion in the ISNCC Annual Report.

Review

- The terms of reference are reviewed at least once every two years