

## MEMBER DEVELOPMENT COMMITTEE TERMS OF REFERENCE

**POLICY TITLE:** MEMBER DEVELOPMENT 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 Member Development Committee is to develop, recruit and retain membership in order to maximise engagement with nurses working in cancer care across the world.

### Objectives

The primary objective of the Member Development Committee is to build capacity in cancer nursing and cancer nursing leadership to effect change in local, regional and international communities. The Committee will achieve this by performing the following functions:

- Retain and renew full and associate members by:
  - Regularly review membership profile of all categories of members
  - Develop and implement plans for membership promotion
  - Regularly review membership benefits and services for all categories of membership
  - Support the development of member services in collaboration with other portfolios
  - Proactively ensure annual membership renewal of all membership categories
- Increase ISNCC membership of existing or new national nursing or cancer nursing organizations in all regions with a focus on low- and middle-income countries by:
  - Recruit and foster the development of new full and associate members
  - Maintain a database of potential members in all six WHO regions to identify opportunities for membership
  - Promote the advantages of membership to low- and middle-income countries
  - Develop member services specific to the diverse needs of current and potential members
  - Proactively ensure annual membership renewal of all membership categories
- Expand and enhance member relations by:
  - Support Regional Ambassadors to identify and engage with leaders from full and associate members
  - Identify opportunities for member groups and individuals to engage in the work of the ISNCC
  - Identify and develop partnerships with relevant international organisations in collaboration with the ISNCC Board of Directors
  - In collaboration with the Communications Committee enhance the use of communication platforms.

- Build capacity for nursing leadership by:
  - Identify and mentor future nurse leaders in all regions with focus on low- and middle-income countries or regions
  - Identify and develop individual members and global citizens to identify future nurse leaders
  - Provide opportunities for individual cancer nurses to be part of a global network to support ISNCC's mission.

### **Membership**

The Member Development Committee will have the following members:

- Chair - Member Development Board Director
- Communications Board Director (or representative)
- Regional Ambassadors – Up to eight members covering all six WHO Regions where possible, of whom one will be appointed as Vice Chair. Regional Ambassadors will have extensive knowledge of cancer nursing in their region, expertise in developing partnerships and high-level communication skills.
- 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 normally serves one year of their three year term in the role of Vice Chair, with the option of renewal for one further year.

To maintain membership of the Committee, members must:

- Actively participate in a minimum of 5 meetings or 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 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