

POLICY AND ADVOCACY COMMITTEE TERMS OF REFERENCE

POLICY TITLE: POLICY AND ADVOCACY COMMITTEE TERMS OF REFERENCE

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

REVIEWED: DECEMBER 2018

NEXT REVIEW: DECEMBER 2020

Purpose

The purpose of the Policy and Advocacy Committee is to facilitate cancer nurses' engagement in health policy and cancer control activities and influence cancer control policies at the global, national and local level.

Objectives

The primary objective of the Policy and Advocacy Committee is to develop policy and advocate for actions which optimise nurses' contribution to the care of people at risk for or living with cancer and raise awareness regional and international to cancer control.

The Committee will do this by performing the following functions:

- Develop and update position statements in areas of priority to ISNCC
- Disseminate and implement position statements using a range of communication platforms
- Identify opportunities for partnering with member organisations to enable translation of position statements and resources into other languages, using ISNCC policy for translation
- Advocate for the needs of cancer nursing in low- and middle-income countries
- Educate nurses about how to assess cancer control priorities and relevant health policies in their countries and advocate for change
- Respond to and comment on major cancer issues and activities that occur/take place around the world.

Membership

The Policy and Advocacy Committee will have the following members:

- Chair – Policy and Advocacy Board Director
- Communications Board Director (or representative)
- Knowledge Development and Dissemination Board Director (or representative)
- 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 policy and advocacy.
- 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