



DATE: November 9, 2022

Committee/Network Name

SIOP Nursing Steering Group / SIOP Nursing Network

Purpose

The **SIOP Nursing Steering Group** oversees activities of the SIOP Nursing Network. The Steering Group aims to empower its members to lead, contribute to, and engage in a global pediatric oncology community.

The **SIOP Nursing Network** is a global community of SIOP nurse members and other health professionals who support children and adolescents with cancer and their families around the world.

Scope

SIOP Nursing Steering Group:

1. The **SIOP Nursing Steering Group** is responsible for fostering a global community of nurses, representing both high-income countries (HIC) and low- and middle-income countries (LMIC) in all regions of the world. The Steering Group adheres to the mission, vision, and strategic goals of the Society. It aims to promote a standard of excellence in pediatric oncology nursing throughout the world by fostering education, research, and the development of nursing practice.
2. The Steering Group is responsible for coordinating the annual nursing program at the SIOP Congress. It oversees Nursing Network-related activities, strategic directions, working groups, and initiatives. The Steering Group promotes opportunities for Nursing Network members' professional development, leadership, engagement, and scholarship through activities such as the participation in the annual congress, working groups, committees, and initiatives.



SIOP Nursing Network:

3. The **SIOP Nursing Network** is comprised of SIOP nurse members and non-nurse members. Nursing Network members represent both HIC and LMIC and all geographical regions. Nursing Network members have access to benefits such as participating in the annual congress, working groups, committees, initiatives, and other professional development opportunities.

Authority

SIOP Nursing Steering Group:

1. The **SIOP Nursing Steering Group** is the elected decision-making body of the SIOP Nursing Network.
2. The **Nursing Steering Group** represents nurses within the Society and brings forward recommendations and/or requests to the SIOP Board of Directors in nursing-related matters.
3. The **Nursing Steering Group** is responsible for approving new strategic initiatives, activities, and working groups of the SIOP Nursing Network (and escalating to the Board for approval as needed).

SIOP Nursing Network:

4. The **SIOP Nursing Network** members may submit a recommendation and/or request for new Nursing Network initiatives, activities, and working groups to the SIOP Nursing Steering Group.
5. The **SIOP Nursing Network** members may lead initiatives, activities, and working groups and be responsible for their direct oversight and reporting to the Nursing Steering Group.



Membership

There will be a formally constituted **SIOP Nursing Network** with its own elected Chair and Steering Group

SIOP Nursing Steering Group:

1. The work of the Nursing Network will be led by a Steering Group of four to six elected members. All candidates for election shall be nurse members of SIOP. The Nursing Steering Committee consists of the following positions:
 - Chair
 - Nursing Steering Group representative on the SIOP scientific committee
 - Three to five 'members-at-large'

In addition, the lead nurse from the Local Organizing Committee (LOC) will serve on the Steering Group for one year from the preceding SIOP congress.

2. A term of office on the Steering Group will be 3 years and begin on the first day of the first month following the annual Congress. The term for an existing Steering Group member may be extended up to 2 additional years by vote of the Steering Group if such an extension allows for the member to complete a leadership commitment (e.g., Chair of the Nursing Group or Nursing Group Representative to the SIOP Scientific Committee). A member of the Steering Group may be elected for a second term; this will not exceed eight consecutive years on the Steering Group. The period of office of Chair is three years. The Chair may stand for a further term of office of three years, to a maximum of six years. The immediate past Chair of the Nursing Network becomes an ex officio (non-voting) member of the Nursing Steering Group for 6 months. (The Lead Nurse from the LOC will join the steering group for one year only).

3. A nomination process for open SIOp Nursing Network Steering Group position/s will be undertaken and organized by the SIOp Secretariat at the request of the Nursing Network Chair. All SIOp Nursing Network members in good standing are eligible to nominate a candidate or self-nominate. All nominations will be reviewed by the existing Steering Group to determine the slate for election (no more than 3 candidates for each open position). All members of the Nursing Network in good standing are eligible to vote in the election for positions on the Steering Group.
4. As per the bylaws, any nurse member in good standing may nominate candidates for Nursing Network Chair from the Nursing Network. Nominations should be submitted in good time, following a call from the Secretariat, and will be reviewed for eligibility by the Nursing Network's Steering Group. Elections will be facilitated by the SIOp Secretariat via SurveyMonkey or similar app. Only the Nursing Steering Group members vote for the Nursing Network Chair.
5. The Chair is responsible for conducting the Steering Group and general membership meetings, communicating with the membership, initiating and/or reviewing board member and Network activities, and acting as point of contact for a variety of professional organizations such as European Oncology Nursing Society, Association of Pediatric Oncology Nurses (APHON) etc. Other Steering Group members will assume the duties of the Chair when he/she is absent.
6. The Chair of the Nursing Steering Group represents the Nursing Network with a designated seat on the SIOp Board of Directors. The Nursing Steering Group may co-opt other SIOp nursing members for specific project or group work (e.g., the Global Health Nursing Working Group; Advocacy Committee). To promote communication and collaboration, a regularly scheduled meeting should be held with key nurse liaisons (i.e., Global Health Nursing Working Group Co-Chairs and others). This may be part of the regularly scheduled Nursing Steering Group teleconferences or a separate meeting/communications.
7. The Nursing Steering Group representative on the SIOp Scientific Committee (SC) is chosen by the Steering Group from the members of the Group and should have a

research background/education, preferably a PhD. The period of office is three years with a possible extension to a maximum of four years.

SIOP Nursing Network:

8. In accordance with the SIOP constitution and bylaws the SIOP Nursing Network will be open to all nurses (and non-nurses) who have an exclusive or predominant interest in the broad aspects of the care of children with cancer.
9. All nurses wishing to become members of the Nursing Network must follow the process of application for membership of SIOP as set out in the constitution.

Meeting arrangements

The **Nursing Steering Group** will meet at least once a year during the SIOP congress and on several occasions (in person and/or by e-mail/web conferences) in-between congresses. Meeting agendas will be organized by the Chair and distributed before Steering Group meetings. Approved meeting minutes will be uploaded to the SIOP Nursing Network SharePoint folder. All members will be provided access to the SharePoint folder by the SIOP Secretariat.

The members of the **SIOP Nursing Network** will meet once a year during the annual SIOP Congress. Additional meetings may be held with SIOP Nursing Network members throughout the year.

Reporting

The **SIOP Nursing Steering Group** reports to the SIOP Board of Directors. Required documentation and reports will be provided to the Board of Directors as requested. Items requiring Board approval will be communicated through the Chair of the SIOP Nursing Steering Group, as the appointed nursing representative to the Board.

The **SIOP Nursing Network** reports to the SIOP Nursing Steering Group. Ongoing formal and informal communication will be held between Nursing Network members and the Steering Group. Nursing Network members participating in working groups, committees, and



initiatives will regularly communicate with the Nursing Steering Group through formal and informal methods such as email, reports, web conferences, etc.

Deliverables

Deliverables of the **SIOP Nursing Steering Group** include:

- Organizing the annual SIOP congress nursing program
- Facilitating ongoing communication and information exchange between SIOP Nursing Network members
- Developing and overseeing implementation of nursing strategic goals and initiatives in alignment with the Society's goals

SIOP Bylaws 3.5 Networks

The Governance Committee, on behalf of the Board of Directors, will conduct periodic reviews (once a year) of the effectiveness and need for individual Networks. On the recommendation of the Governance Committee, the Board of Directors may dissolve a Network if its remit has been fulfilled or if there is no longer interest and participation from the membership in the said Network.

Review

The ToR shall be reviewed annually

Review again: October 2023

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