



## TERMS OF REFERENCE

### PURPOSE

The Manitoba Cancer Network (MCN) is a province-wide network of caring professionals and community volunteers working collaboratively to increase awareness and improve access to information, services and support on all types of cancer across the cancer continuum, from prevention and early detection to patient and family care, for all Manitobans.



### KEY PRIORITIES of the MCN:

- Foster **collaboration** with members and Information Partners\* to better support patients and family/caregivers.
- Facilitate member **communication and information sharing**.

### OUTCOMES

- Working groups will sometimes form to achieve specific tasks, whether to address an issue or plan an event, e.g. Education day, MCN community events, Regional working groups.
- Mechanisms to share information and improve communication.
- Training opportunities for Network members to learn about cancer related topics.

### STRUCTURE

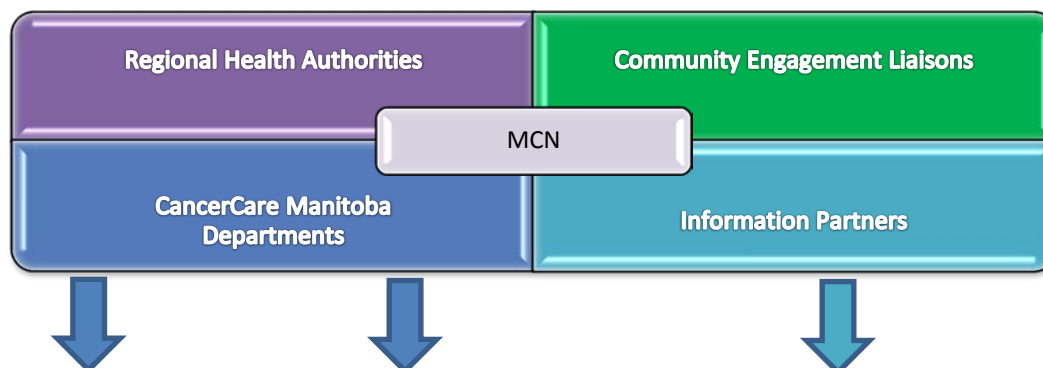
Manitoba Cancer Network (MCN) is sponsored by CancerCare Manitoba-Underserved Population Program who appoint the MCN Chairperson, and provides professional expertise, resources, and support. During times of transition an advisory group may be convened by the Chair to provide advice on Network direction.

### CHAIR RESPONSIBILITIES:

- Provide **leadership** and **coordination** of MCN activities and communication strategy, and promote respectful, open and transparent communication within the MCN membership.
- **Identify** and **facilitate collaboration** amongst MCN members and between the Network, Information Partners\*, and others.
- **Report** on Network activities to Network members and senior leadership of CancerCare Manitoba as required.

## MEMBERSHIP:

**Members-at-Large:** Individuals working with people in Manitoba across the cancer continuum including representation from:



**CancerCare Manitoba Community Contact Volunteers:** live in communities across the province and link people to cancer information and support.

*Report to: Volunteer & Community Support Coordinator at Underserved Population Program.*

**FNMI Community Partnership Committee Members:** live and work in First Nation, Metis and Inuit communities, who bring their community's perspective on life with cancer.

*Report to: Community Engagement Liaison Lead.*

Includes national and provincial cancer organizations that have a focus on information and support for people with any kind of cancer. Groups that focus on an individual form of cancer or a very specific cancer issue will be involved with the Network as **Information Partners\*** Not members at large.

## MEMBERSHIP RESPONSIBILITIES:

- **Attend and actively participate** in meetings, teleconferences and MCN learning events.
- **Provide information** about their community's resources, challenges, and strengths in areas of cancer information and support.
- **Foster community engagement with CCMB: Share information** disseminated by MCN with their organizations and communities; encourage community members to be involved in CCMB initiatives, to provide input on services and programs.
- **Identify local, provincial and regional issues**, gaps in service, programs, and support.
- Identify **opportunities to collaborate** to further the work of MCN.

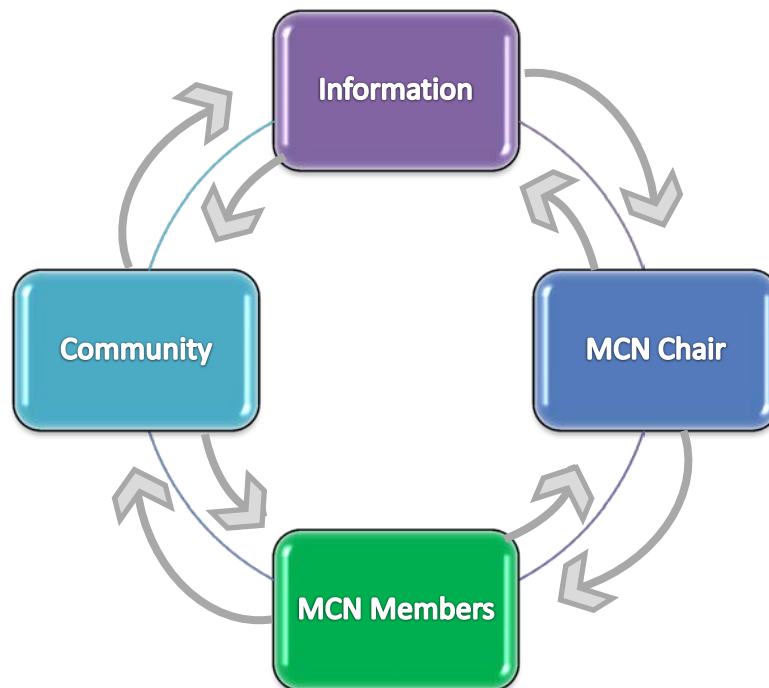
## MEETING OPPORTUNITIES:

- An annual **in-person meeting** in Winnipeg for the entire MCN membership.
- An annual **education event** for all MCN members.

- An annual **skill-building** weekend for Community Contact volunteers, Community Engagement Liaisons, and members for the FNMI Community Partnership Committee.
- **Teleconferences** occur a minimum of twice per year and include representation from:
  - Regional Health Authority Staff
  - CCMB Departments
  - Community Engagement Liaisons
  - Community Contact volunteers and members of the FNMI Community Partnership Committee will be represented by the staff member responsible for those programs on the call. There will be occasions when individuals will be invited to represent their groups, depending on the agenda topics for each teleconference.

### COMMUNICATION:

- MCN’s shared information focuses solely on cancer-related **education, services, and support** initiatives, not on fundraising or political advocacy activities.
- Members of MCN send information to be shared with the Network members to the Chair for distribution.
- The Chair circulates meeting agendas and minutes via email.



## CODE OF CONDUCT:

Members of the MCN promote the shared values of MCN



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### Information Partners\*

Groups and organizations that provide information, services and support to people with specific cancers (E.g. Ovarian Cancer Canada, Young Adult Cancer Canada, etc.) will be invited to share information about their services and activities with the MCN through the Chair. Information from the MCN will be shared with Information Partners through the Chair as appropriate. They are not considered members at large.