

## CASN Canadian Nurse Educator Interest Groups: Terms of Reference

### Mandate and Scope

The CASN Canadian Nurse Educator Interest Groups provide nurse educators, students, and nurses in non-educator roles with an opportunity to discuss ideas, exchange information, build research and scholarship capacity, and enhance the quality of a specific area of nursing education at a national level.

The CASN Canadian Nurse Educator Interest Groups:

- strengthen the voice of nurse educators and build an interest-focused base among nurse educators;
- participate in a forum for knowledge translation and idea exchange to raise awareness and call attention to practice issues, current trends, evolving challenges, successes, and key milestones in the area of interest;
- share resources and tools pertaining to the area of interest;
- foster capacity among faculty in Canadian schools of nursing in the area of interest by participating in ongoing relevant conversations and offering webinars and presentations on topics of interest;
- explore potential collaborations, such as joint initiatives, research projects, and publications; and
- prepare an annual report to CASN Council.

### Membership

Each interest group will have a renewable 1-year membership. The membership period runs from July to June.

- The interest group must have a minimum of 10 members.
- The chair or co-chairs will be selected by the group members and serve for a 2-year term, renewable once (for a total of 4 years).
- A secretary will be selected by the group members and serve for a 1-year term (renewable, unlimited) to provide the service of record-keeping (e.g., minute-taking) and to complete tasks as required by the group.

- Nurses in non-educating roles and students may join any interest group. In the interest of promoting education and scholarships, CASN welcomes all viewpoints and experiences that contribute to the development and discussion of nursing education.

## Activities

Members may select one or more key issues towards which concerted group action may be valuable. Activities are optional and undertaken at the discretion of the interest group members. Interest groups are not required to undertake any activity and may meet solely for the discussion and exchange of ideas.

Examples of common interest group activities include the following:

- sharing information and practices in a key area within the group;
- creating an article to increase visibility, celebrate successes, and advance knowledge of key areas;
- planning a webinar to deepen understanding of topical issues and engage in national discussions
- collaborating on abstracts or presentation development; and
- collaborating on a joint project or publication.

## Meetings

In order to advance these activities, interest group meetings will be supported by CASN four times per year as follows:

- Meeting #1: Early fall
- Meeting #2: Late fall
- Meeting #3: Winter
- Meeting #4: Spring

Meetings will take place virtually using Zoom.

## CASN Support

CASN will provide the following support to interest groups as needed:

- **Registration:** CASN will maintain an up-to-date registration list for each interest group, including the chair(s) and secretary/secretaries of each group.
- **Records:** CASN will maintain records of any documents produced by the interest group for future reference (e.g., agendas, minutes, newsletter articles, webinar recordings).
- **Meeting organization and platform:** CASN will organize up to four interest group meetings in communication with the interest group chair(s) and secretary/secretaries, send meeting invitations, and provide Zoom links to all interest group members. CASN will be able to provide templates for the agenda and minutes and circulate the finished documents to all members.
  - The interest group is responsible for running meetings, creating agendas, and taking minutes.

- **Webinar organization and platform:** CASN will create a registration page, provide a platform for, provide technical support for, record, and share webinars organized by interest groups, with a limit of one webinar per interest group per year.
  - CASN will provide support for no more than 8 webinars each year. Webinar slots will be allocated among interest groups on a first-come, first-served basis.
  - The interest group is responsible for creating and submitting all webinar content to CASN 6 to 8 weeks prior to the webinar.
- **Newsletter posts:** CASN will circulate interest group articles or other publications in the monthly CASN newsletter upon request, with a limit of one publication per interest group per year.
  - The interest group is responsible for creating and submitting content by the 12th of the month prior to the month that the newsletter will be circulated.
  - All content must include the publication disclaimer (**see below**).
- **File sharing:** CASN will set up a Google Drive folder for each interest group upon request.
  - The interest group is responsible for accessing and maintaining the folder.
- **Posting documents on the CASN website:** Upon request, CASN will post interest group documents on the CNEI interest group webpage that meet the requirements set out in the [Interest Group Publications Policy](#).

## Publication Disclaimer

Publications must include the following disclaimer:

\*\*\*The views and opinions expressed by the members of the Nurse Educator Interest Groups (CASN) do not necessarily reflect the views of CASN.

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