

# Terms of Reference

## COSA Clinical Trials and Research Professionals Group (CTRPG) Executive



### Background

The Clinical Oncology Society of Australia (COSA) is Australia's peak multidisciplinary society for health professionals working in cancer research, treatment, rehabilitation and palliative care. COSA is recognised as an activist organisation whose views are valued in all aspects of cancer care. We are allied with, and provide high-level clinical advice to Cancer Council Australia.

The overarching mission of COSA is to improve the care of Australians affected by cancer. In order to improve cancer care and control in Australia COSA seeks to:

- Understand and provide for the professional needs of its multidisciplinary membership
- Promote and facilitate research across the spectrum of cancer care
- Promote and provide multidisciplinary and interdisciplinary education
- Contribute to, and advocate for, national issues surrounding cancer care policy in Australia
- Enhance the quality of cancer care

COSA members with a common interest in a discipline, disease type or area of need form groups to discuss issues and develop solutions to shared problems in cancer care. COSA Groups provide an opportunity for COSA members to be actively involved with important issues. COSA Council approves the formation of each Group providing it aligns with the interests and objectives of COSA.

The objects of COSA as defined in the Constitution (approved 14 November 2012) are:

- to promote excellence in the multidisciplinary care and research relating to cancer – from prevention, diagnosis and treatment to follow-up, palliation and survivorship;
- to encourage multidisciplinary collaboration of all professionals involved in cancer care and research; and
- to foster and promote cancer research.

### 1. Title of Committee or Group

*Clinical Trials and Research Professionals Group (CTRPG) Executive*

### 2. Aims and Objectives

The Clinical Trials and Research Professionals Group (CTRPG) is committed to achieving and promoting excellence in clinical cancer research by supporting research professionals through education, information, leadership, and networking opportunities.

The CTRPG aims to:

- promote and maintain the quality standards of clinical trial coordination in oncology research in Australia and New Zealand;
- respond to the dynamic needs of members by providing continuing education;
- provide a forum for discussion and exchange of experiences and information;
- strengthen relationships across professional disciplines and with cooperative oncology groups; and
- foster research within the scope of clinical trials management.

### **3. Proceedings of COSA Groups**

As defined in the COSA Constitution (approved 14 November 2012) Clause 11.3:

- (a) Each COSA Group will have terms of reference approved by COSA Council. Such terms of reference will include agreed objectives, the establishment of an Executive Committee voted by the Group membership.
- (b) Groups and their activities will be based primarily on the objects of COSA as prescribed in sub-clause 2.1 (*see background above*).
- (c) The Group Chair will sit on COSA Council during their elected term.
- (d) Groups must hold an annual general meeting, preferably at the COSA Annual Scientific Meeting.
- (e) Each Group is responsible to, and may be directed by the Board or their delegate as set out in accordance with the terms of reference.
- (f) Groups are required to submit to the COSA Council an annual plan outlining their planned activities and/or priorities, and support or resourcing requests from the COSA office.
- (g) An annual review of COSA Group activities and structure will be conducted as a part of good governance and Groups that are in abeyance may be dissolved at the discretion of the Board on the advice of Council.
- (h) COSA Council may disband a Group if the registered membership falls below thirty (30) members.

### **4. Membership**

#### **4.1. Composition**

Membership is open to individuals involved in clinical cancer research including but not limited to clinical trial coordinators, research nurses, clinical research managers, data managers, clinical research associates, and health information managers involved in research.

To maintain a strategic focus, the maximum number of members elected to the CTRPG Executive will be nine (9).

#### **4.2. Appointment and Term of the Chair**

Once every two years the COSA Executive Officer, acting upon the direction of the Group Chair, shall conduct an election for the position of Chair by:

- Calling for nominations from the COSA membership
- Each nomination must be endorsed by the nominee, proposer and seconder, all of whom must be COSA members. Decisions will be recorded in meeting minutes

- In the event of there being more than one nomination for the Chair, the Executive Officer shall conduct a ballot at which all CTRP Group members may vote
- In the event of there being no nominations, the COSA Council may appoint a Chair
- The Chair will hold office for an initial term of two years, and be eligible for re-election for a further two terms of two years each

#### **4.3. Appointment and Term of Committee members**

Each Committee member shall hold office for two years, and be eligible for re-election for a further two years, or a tenure determined appropriate by the Committee.

#### **4.4. Current Composition**

The CTRPG Executive is comprised of 9 members incorporating the following roles:

- Chair
- Deputy Chair
- Secretary
- Social Media Liaison
- Ordinary members x 5

Membership of the CTRPG Executive, where possible, endeavours to have representation from all Australian states and territories.

### **5. Committee Support and Secretariat**

The individual nominated by the CTRPG Executive as Secretariat will be responsible for supporting the CTRPG Executive meetings, such forwarding notice of meetings to members and any relevant papers or notes resulting from meetings.

### **6. Conduct of Meetings**

#### **6.1. Frequency of Meetings**

- The CTRPG Executive will meet monthly by video-teleconference, and at any other times as requested by the Chair.

#### **6.2. Quorum**

- At least 50% +1 of the CTRPG Executive members must be present in order to conduct a formal meeting and for decisions to be ratified.

#### **6.3. Attendance**

- Committee members are required to attend a minimum of 8 monthly meetings during each calendar year.
- If a committee member is unable to attend a meeting an apology must be sent in advance in writing e.g via email.
- Committee members who are unable to comply will be contacted by the Chair to discuss their ongoing membership of the committee.
- Attendance will be recorded by the committee Secretary who will report to the Chair.

#### **6.4. Agenda**

- A notice of each meeting confirming the date, time and agenda shall be forwarded to each member of the Committee at least one week prior to the date of the meeting.
- This notice for members is to include relevant supporting papers for the agenda items to be discussed.
- New agenda items can be forwarded to the secretary up to 1 week before a scheduled meeting.
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#### **6.5. Minutes**

- Minutes of all meetings will be prepared by the Committee Secretariat, and approved by the Chair prior to circulation to all members.
- Draft minutes should be circulated to the Committee within 10 working days of the meeting for comment. Written comments will be provided via email to the Chair and Secretary.
- Draft minutes will be ratified at the next meeting.
- All meeting minutes should be made available to COSA Council on request.
- If approved by the Committee, meeting minutes may be available in the members' area of the COSA website.

#### **6.6. Confidentiality and Conflict of Interest**

- All Committee business remains confidential unless otherwise advised by the Chair.

#### **6.7. Reporting**

- The Committee reports to the COSA Council via the Executive Officer.
- Regular reports should be provided by the Chair for inclusion in the Marryalyan and Annual Report.
- Other reports may be requested at the discretion of the COSA President or Chief Executive Officer.

### **7. Subcommittees**

The Committee may appoint Subcommittees to deal with specific issues on a needs basis. Such Subcommittees must report to the main Committee, and adhere to these terms of reference.

### **8. Evaluation and Review**

- All members agree to adhere to these terms of reference and the supporting documents listed at item 10.
- The performance of the Committee will be evaluated by adherence to these terms of reference which will be reviewed every two years.

## **9. Terms of Reference Approval History**

*Approved by Committee: 17 March 2021*

*Approved by COSA Council: 6 August 2021*

## **10. Supporting Documents**

COSA Constitution

COSA Board and Committees Code of Conduct