

# Terms of Reference

## COSA Rare Cancers Group

### Executive Committee



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## Background

The Clinical Oncology Society of Australia (COSA) is the peak national body representing health professionals from all disciplines whose work involves the care of cancer patients. 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 cancer care and control through collaboration.

COSA achieves this by:

- supporting the professional and educational needs of cancer health professionals
- enhancing cancer care and control through network development
- advocating for improvements in cancer care and control
- facilitating research across the spectrum of cancer

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 3 December 2014) 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

COSA Rare Cancers Group, Executive Committee

## 2. Aims and Objectives

The role of the COSA Rare Cancers group is to increase awareness of and coordinate existing and new initiatives in rare cancers (RC) in Australia. We will coordinate our activities for patients across tumour streams, always endeavouring to focus on unmet need, where clinical care guidelines and research are not easily available. We aim to access and coordinate existing infrastructure, with a focus on development of that infrastructure for rare cancer patients.

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

As defined in the COSA Constitution (approved 14 November 2017) Clause 10.3:

- (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
- (c) The Group Chair will sit on COSA Council during their elected term.
- (d) Groups may 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 Board 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) COSA Individual Members.

### **4. Membership**

#### **4.1. 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 signed by the nominee, proposer and seconder, all of whom must be COSA members
- In the event of there being more than one nomination for the Chair, the Executive Officer shall conduct a ballot at which all 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
- The Committee will appoint a Deputy Chair from within its membership. If there is more than one nomination for Deputy, the COSA Executive Officer may conduct an anonymous election of the Committee

#### **4.2. 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.

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

## **6. Conduct of Meetings**

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

Executive Committee meetings will be held by teleconference three times per year (including the AGM). A face to face meeting will be held at the COSA ASM each year, at the time of the COSA Rare Cancers Group AGM.

### **6.2. Quorum**

Six members of the Executive Committee will be required for decision-making (when/if decision making is required), including by telephone.

### **6.3. Agenda**

Agenda items may be submitted on the day of the meeting and may be introduced as Other Business during the meeting.

### **6.4. 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.

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

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

### **6.6. 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 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: 22/05/2019*

*Approved by COSA Council: 23 August 2019*

## **10. Supporting Documents**

COSA Constitution

COSA Board and Committees Code of Conduct

## **Executive Committee**

### **Current composition as at August 2019**

- Chair Clare Scott (VIC, ANZGOG)
- Deputy chair Damien Kee (VIC, MASC)
- David Goldstein (NSW, AGITG)
- Kate and Richard Vines (NSW, Rare Cancers Australia)
- Phyllis Butow (NSW, Psychosocial Research)
- Michelle Harrison (NSW, rare Gynaecologic cancers, ANZGOG)
- Tim Price (SA, Health Services Research, AGITG)
- David Thomas (NSW, Sarcoma, ANZSA)
- Toby Trahair (NSW, ANZCHOG representative)
- Alison Trainer (VIC, Cancer Genetics)
- Michael Brown (SA, Cancer Biology)
- Kristen Nowak (WA, Population Health Genomics)