

Terms of Reference

COSA Exercise and Cancer Group



Background

The Clinical Oncology Society of Australia (COSA) is Australia's peak multidisciplinary society for health professionals working in cancer research, treatment, survivorship, rehabilitation and palliative care.

The overarching mission of COSA is to improve the care of Australians affected by cancer. The objects of COSA as defined in the Constitution 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;
- to foster and promote cancer research; and
- to support the professional development and educational needs of cancer health professionals in the furtherance of the above objects

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.

Proceedings of COSA Groups

As defined in the COSA Constitution 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.

1. Title of Group

COSA Exercise and Cancer Group

2. Aims and Objectives

The vision of the COSA Exercise and Cancer Group is enhanced supportive care practice and policy leading to improved outcomes for patients through affordable, accessible and effective exercise medicine.

The overarching aim of the COSA Exercise and Cancer Group is to have exercise incorporated as a standard component of care for people with cancer. The primary objectives of the group are to:

- Promote and progress a state and national approach to the implementation of evidence-based exercise in cancer care.
- Foster and facilitate effective research, education and advocacy of the role of exercise in cancer care.
- Engage stakeholders and collaborate with partners to improve the quality of, and access to, exercise in cancer care.
- Provide a multidisciplinary forum for discussion and exchange of knowledge and experiences related to exercise in cancer care.

The role of the Executive Committee is to provide strategic direction and leadership to the COSA Exercise and Cancer Group. The responsibilities of the Executive Committee are to attend scheduled committee meetings (or nominate a proxy if necessary), make timely decisions, action items as required and to foster engagement by the group membership.

3. Membership

The COSA Exercise and Cancer Group will comprise of current financial COSA members from any discipline area with an interest in exercise and physical activity.

4. Governance

The Group will be led by a Chair supported by a Deputy Chair and the Executive Committee. Refer to Appendix 1 for current Executive Committee membership.

4.1 Composition of the Executive Committee

Membership of the COSA Exercise and Cancer Executive Committee will comprise:

- Up to 10 members, all of whom must be current financial COSA members.
- The Chair will be elected by the COSA membership, or nominated by COSA Council.
- It is desirable to have at least one representative member from each state/territory, and from each of the professional disciplines which the Group represents. Some examples of disciplines in the Group include but are not limited to exercise physiologist, physiotherapist, medical oncologist, nurse, dietitian.

- Members who give an apology for a meeting may nominate a proxy to attend in their place. Attendance of the proxy will be determined by the Chair with consideration to other proxies in attendance at any given meeting and the content for discussion at that meeting.
- The Executive Committee may co-opt individuals to assist with specific issues or projects as needed.

4.2 Appointment and Term of the Chair

Once every two years the COSA Chief 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.
- Single nominations for a position will be automatically appointed if there is no objection from Executive Committee 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, or a tenure determined appropriate by the Committee.

4.3 Appointment and Term of Executive Committee members

- Expressions of interest will be sought from Exercise Group members as required to fill Executive Committee roles.
- The Executive will reach agreement on the appointment of new members, ensuring the Committee's overall composition represents a broad range of disciplines and geographic areas, and includes members whose expertise aligns with the Group's strategic priorities and plans and who will bring a combination of skills, experience, and expertise to Committee discussions. If the Executive are unable to reach agreement on the selection of new Committee members, then an election will be held by the Chief Executive Officer amongst the Exercise Group membership.
- Each Executive 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 Executive Committee.
- The Chair will ensure rolling membership renewal of the Executive, to ensure continuity is maintained in leadership while bringing new experience to the Committee.

5. Executive Committee Support and Secretariat

The COSA Exercise and Cancer Group may receive support or resourcing from the COSA office as determined by the COSA Board. The COSA Project Manager will act as secretary of the Committee, facilitate scheduling of meetings, and ensure the minutes of all meetings are recorded.

6. Conduct of Meetings

6.1 Frequency of Meetings

The Executive Committee will meet at least twice a year, either face-to-face if feasible, and via video or teleconference at other times. The Executive will endeavour to arrange a face-to-face Annual General Meeting (AGM) of the Group at the COSA Annual Scientific Meeting (ASM). Executive business may also be discussed and agreed by e-mail as required.

6.2 Quorum

A quorum will consist of half of the Executive Committee membership plus one (1), not including the COSA Project Manager.

If a quorum is not present, remaining members may agree to discuss all business informally, with a summary of meeting notes recorded by the COSA Project Manager for information.

6.3 Agenda

The agenda and supporting documentation will be circulated approximately one week prior to each meeting.

6.4 Minutes

Minutes of all Executive Committee meetings will be prepared by the COSA Project Manager, and approved by the Chair, prior to circulation to Committee members.

Draft minutes should be circulated to the Executive Committee within 10 working days of the meeting for comment. Written comments will be provided via email to the Chair and COSA Project Manager.

Draft minutes will be ratified at the next meeting.

All meeting minutes will be made available to COSA Council on request.

If approved by the Executive Committee, meeting minutes may be available in the members' area of the COSA website.

6.5 Confidentiality and Conflict of Interest

All Executive Committee business remains confidential unless otherwise advised by the Chair. The Chair will remind Executive Committee members to disclose any conflicts of interest at the start of each meeting.

6.6 Reporting

The Executive Committee reports to COSA Council via the Chair. The Chair will sit on COSA Council during their term, and report on behalf of the Executive Committee as required. Regular reports will be provided by the Chair for inclusion in the eNews and Annual Report. Annual progress of Group activity will be reported through COSA's annual Group planning process.

Other reports may be requested at the discretion of the COSA President or Chief Executive Officer.

7. Subcommittees

The Executive Committee may appoint Subcommittees to assist with specific issues or projects as needed. Such Subcommittees must report to the main Executive Committee and adhere to these Terms of Reference.

8. Review

All members agree to adhere to these terms of reference and the supporting documents listed at item 10.

The terms of reference will be reviewed by the Executive Committee every two years or as required.

9. Terms of Reference Approval History

Approved by COSA Exercise and Cancer Group: 17 November 2015

Approved by COSA Council: 4 March 2016

Minor update: 22 March 2021 (Executive Committee membership)

Approved by COSA Exercise and Cancer Group Executive Committee: 17 October 2022

Approved by COSA Council: 1 November 2022

10. Supporting Documents

COSA Constitution

COSA Board and Committees Code of Conduct

Appendix 1

Exercise and Cancer Group Executive Committee

Name	Role/Discipline	Institution/State
David Mizrahi	<i>Chair</i> Exercise Physiology	The Daffodil Centre, The University of Sydney, a joint venture with Cancer Council NSW
Di Adams	Medical Oncology	Macarthur Cancer Therapy Centre, NSW
Lara Edbrooke	Physiotherapy	Peter MacCallum Cancer Centre, VIC The University of Melbourne
Steve Fraser	Exercise Physiology	Deakin University, VIC
Sandie McCarthy	Nursing	University of Queensland and Mater Health, QLD
Robert Newton	Exercise Physiology	Edith Cowan University, WA
Elizabeth Pinkham	Physiotherapy	Princess Alexandra Hospital, QLD
Lina Pugliano	Medical Oncology	Royal North Shore Hospital, NSW
Tina Skinner	<i>Deputy Chair</i> Exercise Physiology	University of Queensland, QLD
Kellie Toohey	Exercise Physiology	University of Canberra, ACT