

Terms of Reference

COSA Integrative Oncology Group

Executive Committee



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 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

COSA Integrative Oncology Group Executive Committee

2. Aims and Objectives

- Provide a voice for COSA members interested or engaged in the provision of evidence based complementary and integrative therapies in cancer care
- Advocate for equity of access for all Australians with cancer and their carers to integrative oncology
- Foster interdisciplinary collaboration to promote integrative models of care

- Raise awareness of the contribution of integrative oncology in improving cancer outcomes
- Advocate for improved standards in professional development and resources related to integrative oncology
- Advocate for research into integrative oncology
- Provide educational opportunities for health professionals related to integrative oncology

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

The COSA Integrative Oncology Group Executive Committee will comprise:

- Up to 10 members, all of which 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
- 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 Committee may co-opt individuals as required to assist on specific issues or projects

4.2. Appointment and Term of the Chair and Deputy 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 and Deputy 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 or Deputy Chair, the Chief 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 and Deputy 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 (as at 23 June 2022)

Name	Institution, State
Judith Lacey (Chair)	Chris O'Brien Lifehouse, NSW
Haryana Dhillon	The University of Sydney, NSW
Suzanne Grant	Chris O'Brien Lifehouse, NSW
David Joske	Sir Charles Gairdner Hospital, WA
Geraldine McDonald	Peter MacCallum Cancer Centre, VIC
Trish Wilson	Bloomhill Centre, QLD

5. Committee Support and Secretariat

6. Conduct of Meetings

6.1. Frequency of Meetings

The Committee will meet at least twice a year, usually via teleconference.

6.2. Quorum

Quorum will be 50% of members present.

6.3. Agenda

The agenda and supporting documentation will be circulated approximately one week prior to each 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 Chief 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: 15 February 2019

Approved by COSA Council: 1 March 2019

Executive Committee membership updated: 23 June 2022

10. Supporting Documents

COSA Constitution

COSA Board and Committees Code of Conduct