

Terms of Reference

COSA Cancer Care Coordination 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 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

Cancer Care Coordination Executive Committee

2. Aims and Objectives

The COSA Cancer Care Coordination Group aims to provide a national approach to planning, implementation and evaluation of Cancer Care Coordinator and cancer care coordination positions and activities in Australia. The Cancer Care Coordination Executive Committee coordinates the activities of the subcommittees and project teams to ensure national representation of the Cancer Care Coordination Group's interests and progression of activity in priority areas.

The Executive Committee's objectives include:

- To identify what Cancer Care Coordination Group members require with regard to educational resources and professional development opportunities
- To provide activities to support networking and information sharing by Cancer Care Coordinators nationally, including conferences, educational workshops, professional development events, and web based approaches to sharing resources and experiences.
- To identify opportunities to actively promote the benefits of the Cancer Care Coordinator role within multidisciplinary cancer care services to increase awareness of the roles and encourage referrals.
- To facilitate national collaborative research initiatives based on priority areas as identified by the COSA Cancer Care Coordination membership.

3. Proceedings of COSA Groups

As defined in the COSA Constitution (approved 3 December 2014) 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 30 members.

4. Membership

4.1. Composition

The COSA Cancer Care Coordination Group membership comprises current financial COSA members from any discipline area with an interest in cancer care coordination.

The COSA Cancer Care Coordination Executive Committee will comprise at least four financial COSA members including the Chair and the Chair of any approved subcommittee.

4.2. Appointment and Term of the Chair

Once every two years, or acting upon the direction of the Group Chair, the COSA Executive Officer, 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 Cancer Care Coordination 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

Adherence to these conditions is at the discretion of the Executive Committee in agreement with COSA Council.

4.3. Appointment and Term of Executive Committee members

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.

4.4. Current Composition

Current Executive Committee composition is at Appendix 1.

5. Committee Support and Secretariat

Secretariat support will be provided from the COSA office by the appointed COSA Project Manager. Secretariat duties include but are not limited to:

- Prepare and distribute agenda, and arrange meetings as required
- Record and distribute meeting minutes
- Maintain Group-related records
- Prepare draft reports for the Chair as required.

6. Conduct of Meetings

6.1. Frequency of Meetings

The Executive Committee will meet at least twice a year via teleconference. The Executive will meet for a maximum period of one hour unless otherwise stated prior to the meeting. Where appropriate, meeting dates for the year will be pre-circulated and additional meetings organised on a needs basis.

6.2. Quorum

For Executive Committee meetings, quorum will be 50% of members present plus one.

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 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 Executive Committee may appoint subcommittees to deal with specific issues on a needs basis. Such subcommittees must report to the Executive 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 January 2016

Approved by COSA Council: 4 March 2016

10. Supporting Documents

COSA Constitution

COSA Board and Committees Code of Conduct

**Cancer Care Coordination Executive Committee
Composition – January 2016**

Name	Role	Location
Patsy Yates	Chair	QLD
Douglas Bellamy	Member	NSW
Violet Platt	Member	WA
Elizabeth Zwart	Chair, Professional Development Committee	SA