

# Terms of Reference

## COSA Nutrition Group



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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

Nutrition Group Executive Committee

### 2. Aims and Objectives

The Nutrition Group is a national group with a focus on optimising nutrition for people with cancer.

Objectives include:

- To advocate for optimal nutrition care for people affected by cancer across acute, primary care and public health settings

- Contribute to relevant national policies and decision making that impacts on the nutritional care of people with cancer
- Actively promote the research of group members on nutrition and cancer to inform evidence-based practice and identify opportunities to facilitate and initiate nutrition research
- To provide educational and professional development opportunities for Nutrition Group members and the wider COSA membership in nutrition and cancer
- Keep the Nutrition Group membership informed regarding relevant national and international research, resources and initiatives in the area of nutritional and cancer through e-news communication with members
- Contribute to the annual COSA ASM through proactively working with the organising committee to nominate relevant speakers or nominate a Nutrition Group representative to the organising committee
- Seek feedback from nutrition group members to drive and prioritise the nutrition group's activities via the group's annual general meeting or targeted surveys of the 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 thirty (30) members.

## **4. Membership**

### **4.1. Composition**

Membership of the Nutrition Group Executive Committee will comprise:

- A group Chair and up to 8 members all of whom are current financial members of COSA

- Members will represent a broad range of practice settings and disciplines with an interest in nutrition, including but not limited to, clinical, public health, education and research settings
- The committee will invite other individuals where required to assist with specific issues or projects

#### **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 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 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**

<b>Name</b>	<b>Organisation</b>
Nicole Kiss (Chair)	Peter MacCallum Cancer Centre, Vic
Anna Boltong	Cancer Council Victoria, Vic
Merran Findlay	Royal Prince Alfred Hospital, NSW
Liz Isenring	Bond University, Qld
Jenelle Loeliger	Peter MacCallum Cancer Centre, Vic
Judy Bauer	University of Queensland, Qld Dietitians Association of Australia, Canberra

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

As supported by COSA secretariat

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

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

The committee meet quarterly via teleconference with one face-to face meeting each year.

## **6.2. Quorum**

A Quorum will consist of 50% of members present.

## **6.3. Agenda**

An agenda will be circulated to the executive prior to the quarterly meetings.

An agenda will be distributed to all Nutrition Group members prior to the AGM held at the COSA ASM.

## **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: 14 October 2016*

*Approved by COSA Council: 14 November 2016*

## **10. Supporting Documents**

COSA Constitution

COSA Board and Committees Code of Conduct