

# Terms of Reference

## COSA Epidemiology Group



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### 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 (approved 14 November 2017) 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 (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.

## **1. COSA Epidemiology Group**

### **1.1. Membership**

*Group membership is open to all current financial COSA members.*

### **1.2. Aims and Objectives**

COSA Epidemiology Group includes epidemiologists, researchers, clinicians, clinical support staff, service delivery staff and policy makers who have an interest in the impact of cancer on the population. The Group's objectives are:

- Support the professional and educational needs of the Group members.
- Provide a forum for members to exchange news and views on advances in cancer epidemiology.
- Establish and maintain linkages with other COSA groups and affiliated organisations.
- Promote and facilitate epidemiological and intervention research across the continuum of cancer care.
- Contribute to, and advocate for, national issues surrounding cancer care policy in Australia.

## **2. Governance**

The Group will be led by a Chair supported by the Executive Committee. The Epidemiology Group Executive Committee will provide strategic direction and leadership to the Group.

### **2.1. Composition**

Membership of the COSA Epidemiology Group Executive Committee will comprise:

- At least 4 plus chair (minimum 5) and up to 7 members, all of which must be current financial COSA members and members of the Epidemiology Group
- It is desirable to have representation from a range of professional backgrounds and states/territories, reflecting COSA's national multidisciplinary membership and the disciplines which the Group represents
- The Executive Committee may co-opt individuals as required to assist on specific issues or projects

Refer to Appendix A for the current composition of the Executive Committee.

### **2.2. 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 one term.

### **2.3. Appointment and Term of Committee members**

Each Committee member shall hold office for two years. Committee members are eligible for re-election for an unlimited number of times.

Expressions of interest will be sought from Epidemiology Group members as required to fill Executive Committee roles. Single nominations for a position will be appointed automatically if there is no objection from Executive Committee members. An election will be held by the Chief Executive Officer amongst the Group membership if more than one nomination is received for vacant roles.

## **3. Committee Support and Secretariat**

A Committee member or a COSA Project Manager will facilitate scheduling of meetings, and ensure the minutes of all meetings are recorded.

## **4. Conduct of Meetings**

### **4.1. Frequency of Meetings**

The Executive Committee will meet at least twice a year, either face-to-face if feasible, and via teleconference at other times.

Executive business may also be discussed and agreed by e-mail as required.

### **4.2. Quorum**

A quorum will consist of half of the Executive Committee membership plus one.

If a quorum is not present, that meeting will lapse but remaining members may agree to *discuss all business informally, with a summary of meeting notes recorded by the secretary.*

### **4.3. Agenda**

Two weeks prior to a planned meeting, the Committee Secretariat will remind the Executive Committee of the meeting date and time and invite additional contributions to the agenda. The Committee Secretariat will circulate the agenda and supporting documentation five working days before the meeting. Urgent matters may be raised as “Other Business” at the meeting if time permits.

#### **4.4. Minutes**

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.

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

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

#### **4.6. Reporting**

The Executive Committee reports to the 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 Marryalyan 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

### **5. Subcommittees**

The Executive Committee may appoint Subcommittees to deal with specific issues on a needs basis. Such Subcommittees must report to the main Executive Committee, and adhere to these terms of reference. Subcommittee members may be asked to sign confidentiality and/or conflict of interest statements relevant to the issues under consideration.

### **6. Evaluation and Review**

- All members agree to adhere to these terms of reference and the supporting documents listed at item 8.
- The terms of reference will be reviewed by the Executive Committee every two years or as required.

### **7. Terms of Reference Approval History**

Approved by Committee: 7/08/2019

Approved by COSA Council: 23 August 2019

### **8. Supporting Documents**

COSA Constitution

COSA Board and Committees Code of Conduct

## **Executive Committee**

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

- Dr Haitham Tuffaha (Chair), Griffith University
- Associate Professor Anne Cust, The University of Sydney
- Dr Ash Hopkins, Flinders University
- Associate Professor Susan Jordan, the University of Queensland
- Associate Professor Claire Vajdic, The University of New South Wales