

# Terms of Reference

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

The COSA Exercise and Cancer 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**

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 two terms of two years each, or a tenure determined appropriate by the Committee.

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

Members of the Executive Committee will be voted by the COSA Exercise and Cancer Group membership. 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. Executive Committee Current Composition**

<b>Name</b>	<b>Role/Domain</b>	<b>Institution</b>
Andrew Murnane	Chair	Peter MacCallum Cancer Centre, VIC
Di Adams	Medical Oncology	Campbelltown Hospital, Sydney NSW
Morgan Atkinson	Exercise Physiology	Youth Cancer Services SA/NT, Adelaide SA
Lucy Bucci	Clinical Physiotherapy	Peter MacCallum Cancer Centre, VIC
Prue Cormie	Exercise Physiology	Australian Catholic Uni, Melbourne VIC
Sandie McCarthy	Nursing	University of Queensland and Mater Health, QLD
David Mizrahi	Exercise Physiology/Academic	University of New South Wales Kids Cancer Centre, Sydney Children's Hospital, NSW

Sharni Quinn	Clinical Physiotherapy	Peter MacCallum Cancer Centre, VIC
Tina Skinner	Senior Lecturer in Clinical Exercise Physiology	University of Queensland, QLD
Elysia Thornton-Benko	General Practitioner	Specialist General Practitioner/Family, Wellness and Cancer Survivorship Physician, NSW
Sara Wahlroos	Medical Oncology	St Vincent's Hospital, Sydney NSW The Garvan Institute of Medical Research

## 5. 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.

## 6. Conduct of Meetings

### 6.1. Frequency of Meetings

The COSA Exercise and Cancer Group will meet at least once a year.

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

### 6.2. Quorum

For COSA Exercise and Cancer Group meetings, quorum will be 25% of members present.

For Executive Committee meetings, 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 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 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 Group 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 COSA Exercise and Cancer Group: 17 November 2015

Approved by COSA Council: 4 March 2016

## **10. Supporting Documents**

COSA Constitution

COSA Board and Committees Code of Conduct