



TERMS OF REFERENCE

THE COSA AND HGSA CANCER GENETICS SPECIAL INTEREST GROUP



The Clinical Oncology Society of Australia (COSA) and Human Genetics Society of Australasia (HGSA) Cancer Genetics Special Interest Group (SIG)

The COSA and HGSA Cancer Genetics SIG is comprised of members who have a common interest in cancer genetics and in the training, development of members and maintenance of professional standards in cancer genetics. This group provides an opportunity for genetics and oncology professionals to collaboratively discuss issues and develop solutions to shared problems in cancer care. The group represents both familial cancer genetics and somatic cancer genetics, which share convergent fields of practice and common interests.

PURPOSE/OBJECTIVES

- To provide cross disciplinary representation for members working in all aspects of Cancer Genetics.
- To provide advice to the Councils of COSA and the HGSA (and to other bodies at the request of the Councils) on matters pertaining specifically to Cancer Genetics.
- To provide an Australasian forum to discuss issues related to Cancer Genetics.
- To provide Cancer Genetics content for, and assist with the planning and running of the
 - HGSA Annual Scientific Meeting (ASM)
 - FCC Clinical Professional Development Day
 - Clinical Oncology Society of Australia ASM
 - Other activities as determined by the HGSA Cancer Genetics SIG
- To discuss issues and develop solutions to shared problems in cancer care.
- To promote excellence in the multidisciplinary care, collaboration and research relating to cancer – from prevention, diagnosis and treatment to follow-up, palliation, and survivorship.
- To foster and promote cancer genetics research.
- To provide an avenue for communication and advocacy about familial and somatic cancer genetics.
- To foster the development and maintenance of high professional standards in the provision of familial and somatic cancer genetics care and practice in Australia.
- To review and update existing COSA/HGSA Statements, Guidelines and Policies, and develop new joint policies pertaining to the provision and advancement of familial and somatic cancer genetic services.
- To promote familial and somatic cancer genetics topics for inclusion in COSA and HGSA meetings, communications, and training programs.
- To develop education resources for the public and relevant education and training for all health care professionals.
- To consider and respond to other business that is referred to the group.

ESTABLISHMENT

The HGSA Cancer Genetics SIG will be comprised of at least ten Ordinary, Student, or Emeritus Members of the HGSA who have a special interest in somatic or familial cancer genetics.

The COSA Cancer Genetics Group will be comprised of at least thirty members of COSA.

RELATIONSHIP TO THE SOCIETIES

The COSA and HGSA Cancer Genetics SIG will be represented by a single executive committee and report to the HGSA and COSA Councils respectively. They are subject to the provisions of the HGSA and COSA Constitutions and By-Laws, and to the direction of the Councils with regard to all matters in connection with the SIG including, but not limited to, its establishment, membership, operation, and termination. Recommendations arising from the discussions of the committee must be reviewed and endorsed by both COSA and HGSA Councils prior to implementation.

Council Representatives

The chair of the COSA and HGSA Cancer Genetics SIG Executive will act as representative to the COSA Council and HGSA Council.

Committee Support and Secretariat

Administrative support for the COSA and HGSA Cancer Genetics SIG is provided through the HGSA Secretariat or a COSA Project Coordinator as appointed by the COSA Executive Officer.

MEMBERSHIP

Members

All members of the HGSA Cancer Genetics SIG must have and maintain current membership with HGSA. All members of the COSA Cancer Genetics Group must have and maintain current membership with COSA.

EXECUTIVE COMMITTEE

Executive Committee Members

Every year the COSA and HGSA Cancer Genetics SIG Executive Committee chair will call for nominations to the committee from COSA and HGSA Cancer Genetics SIG members. Members may self-nominate by email to the Chair.

COSA and HGSA Cancer Genetics Executive Committee Officers will be elected by the regular members of the SIG at the Annual General Meeting of the Special Interest Group. The COSA and HGSA Cancer Genetics Executive Committee Members may self-nominate. Members of the COSA and HGSA Cancer Genetic SIG Executive committee will not exceed twenty members, nominees may be appointed without an election being held, provided that individual appointments are approved by a quorum of the current COSA and HGSA Cancer Genetics SIG Executive Committee. If the acceptance of all nominations to the Executive Committee would cause the Executive Committee to exceed twenty members, the COSA and HGSA Cancer Genetics SIG Executive Committee will be elected by the membership which will be conducted by email.

The COSA and HGSA Cancer Genetics SIG will elect at least four members to act as the Executive Committee Officers from among its members, including:

- Chairperson
- Deputy Chair
- Secretary
- Treasurer

The Executive committee will be made up of the Executive Committee Officers and members of two subgroups. Each subgroup of the Executive Committee, Somatic Cancer Genetics Group and Familial Cancer Group, will be no larger than ten members.

The Chairperson and Deputy Chair can be elected from either subgroup, but no subgroup can hold both positions at the same time. The Chairperson will be the COSA and HGSA Council representative.

The COSA and HGSA Cancer Genetics SIG Executive Committee will also have:

- Representative members from each state/territory
- Representative members from a range of the different professional disciplines.

All members of the Executive Committee must have and maintain current membership with COSA and HGSA.

Term

Members of the Executive Committees shall hold office for two years, and be eligible for re-appointment or re-election for an unlimited number of additional two year terms. The Chairperson, who will also be the COSA and HGSA Council representative, shall serve for a term of two years and can only serve one consecutive term in that office, however this does not preclude them holding a different role on the Executive Committee. Chair will be succeeded by the Deputy Chair for institutional memory and continuity. The Deputy chair must be elected from the Familial Cancer subgroup or Somatic Cancer Genetics subgroup in alternate years.

The COSA and HGSA Cancer Genetics SIG will notify the HGSA Secretariat and COSA CEO of the full name and contact details of its Council representatives and Executive Officers as soon as practicable after its annual general meeting (AGM). In the event of a casual vacancy, members of the SIG shall appoint a new representative to fill the vacancy. If it fails to do so within three months of the occurrence of the vacancy, the vacancy may be filled by appointment by the HGSA Council.

Additional Executive Members/Committees

The Executive Committees may form Subcommittees or co-opt individuals to deal with specific issues or projects on a needs basis. Such Subcommittees must report to the main Executive Committee, and adhere to these terms of reference.

Confidentiality and Conflict of Interest

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

OPERATION

Meetings

At a minimum, the COSA and HGSA Cancer Genetics SIG will hold an Annual General Meeting (AGM) at either the HGSA Annual Scientific Meeting (ASM) or COSA and HGSA Familial Cancer Clinic Professional Day. A quorum for a meeting of the COSA and HGSA Cancer Genetics SIG is at least ten percent of the full membership of the SIG. If a quorum is not present, a business meeting may proceed.

The COSA and HGSA Cancer Genetics SIG Executive Committee will meet quarterly. In addition to the COSA and HGSA Cancer SIG Executive meeting, the Somatic Cancer Genetics subgroup and Familial Cancer subgroup will convene regular meetings approximately seven times per year. Additional COSA and HGSA Cancer Genetics SIG Executive Committee meetings may be held as necessary.

The quorum for a meeting of the COSA and HGSA Cancer Genetics SIG Executive Committee is fifty percent of the Executive members with at least the Chairpersons or Deputy Chair present. The person chairing the meeting will have one ordinary vote and one casting vote. Decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the Chair makes a final decision. However, decisions involving major change or that involve substantial cost should be made with the full Executive or with written comments from the absent members where possible. Members who give an apology for a meeting may nominate a proxy to attend in their place.

Meeting agendas and supporting papers, meeting notes and minutes will be provided by the Secretary in consultation with the Chair. Agenda items are to be submitted to the Chair one week prior to any meeting. The agenda and supporting documentation will be circulated one week prior to each meeting. Minutes of all meetings will be prepared by the Committee Secretariat and circulated to the Executive Committee, ideally within 10 working days of the meeting for comment.

Communication and reporting

Communication across the SIG will be supported by within COSA by a COSA representative and within HGSA the HGSA Secretariat via email. The HGSA Secretariat will maintenance of the Cancer Genetics SIG page on the HGSA website.

Each year, the COSA and HGSA Cancer Genetics SIG will submit the following to the HGSA Council:

- a) A summary of activities over the preceding financial year
- b) An audited financial statement for the preceding year
- c) A list of names and contact details of its current members, and
- d) The names and contact details of its current Committee members and its representative to the Council

The Cancer Genetics SIG will inform the HGSA Council in writing no more than one calendar month after any change in its Executive Committee or representative to the Council, or of any change in the purposes or method of operation.

The COSA Familial Cancer Group will submit an annual plan to the COSA Council outlining their planned activities and/or priorities, and support or resourcing requests from the COSA office.

Other reports may be requested at the discretion of the COSA or HGSA Executive.

FINANCE

The HGSA Cancer Genetics SIG will levy membership fees as determined by the membership of the Special Interest Group and approved by the HGSA Council. The income and operating costs of the HGSA Cancer Genetics SIG will be accounted for by the Executive Committee, and are subject to any expenditure limits determined by the Executive Committee, HGSA Executive or Council. Funds provided by the HGSA to the SIG for a specific purpose must be used for the purpose intended. Any costs for the administration or maintenance of the SIG, which are additional to the normal running costs of the HGSA, will be determined by the HGSA Council in consultation with the SIG and may incur a levy to be paid from the SIG to the HGSA.

Co badged COSA and HGSA Cancer Genetics SIG activities which may require financial support or underwriting will require an agreement on shared costs and or profit share between and HGSA, prior to the event being organised. Where no financial support is required or provided by either organisation, any profits will be shared equally between the organisations. All transactions relating to events will be recorded in the Cancer Genetics SIG cost centre. Any funds generated by Cancer Genetics SIG activities are to be made available by the supporting organisation for future Cancer Genetics SIG use.

TERMINATION

The termination of the HGSA Cancer Genetics SIG is at the discretion of the HGSA Council.

Termination of the COSA Cancer Genetics Group is at the discretion of the COSA Council.

Termination of the relationship between the HGSA Cancer Genetics SIG and the COSA Familial Cancer Group is at the discretion of the HGSA Council or the COSA Council. A majority of at least three quarters of the members of the HGSA Cancer Genetics SIG may decide to terminate the SIG under the provisions and requirements of the HGSA Constitution. Upon termination of the SIG, all records, developed, acquired, created or maintained by the SIG will be transferred to the HGSA Council.

REVIEW

These terms of reference will be reviewed biennially from the last date of approval below.

APPROVAL

Approved by COSA Council: 16 October 2020
Approved by HGSA Council: 19 February 2021