

# Terms of Reference

## COSA Cancer Pharmacists Group



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### Background

The Clinical Oncology Society of Australia (COSA) is the national oncology community bringing together multidisciplinary health professionals across all cancer to advance care and improve outcomes. COSA members have the opportunity to connect with oncology leaders, build networks and collaborations, access professional development and education, drive advocacy and facilitate research.

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 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;
- to support the professional development and educational needs of cancer health professionals in the furtherance of the above objects; and
- to do all things incidental or convenient in relation to the advancement of the objects contained in this clause.

## **1. Title of Committee or Group**

Cancer Pharmacists Group (CPG) Executive Committee

## **2. Aims and Objectives**

The CPG is a national group developed to support pharmacists working in all areas of cancer care within Australia.

Support for members covers many areas including:

- Provision of educational opportunities to further continuing professional development of the membership
- Working with the COSA ASM Program Committee each year to ensure the program offers quality content for pharmacists and others
- Facilitate access to like-minded pharmacy professionals for clinical support and guidance
- Represent cancer pharmacists in COSA groups and working parties
- Advocacy via COSA and independently to ensure optimal quality of care for cancer patients
- Advocacy to emphasise and develop the role of the cancer pharmacist and the integral role they play in cancer care

## **3. Proceedings of COSA Groups**

As defined in the COSA Constitution (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 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 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) individual members.

## **4. Membership**

### **4.1 Composition**

- The minimum number of members for the CPG Executive Committee is 8 with a maximum of 10 members; this is to include Chair, Deputy Chair, and 6 to 8 others who may have defined responsibilities. All Committee members must be financial members of COSA and members of the CPG (and must remain so throughout the duration of their tenure on the Committee).
- The Deputy Chair will take over the duties of the Chair should they be unavailable for a period of time.
- If more than 10 people are nominated for Committee membership a vote will be held prior to the CPG Annual General Meeting (annually).

### **4.2 Appointment and Term of the Chair**

Once every two years the COSA Chief 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 CPG membership.
- each nomination must be signed by the nominee, proposer and seconder, all of whom must be COSA and CPG members.
- in the event of there being more than one nomination for the Chair, the Chief 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 at that time.
- A maximum term of 2 consecutive two-year terms is allowable for the Chair position (re-election after the first two years). An extension of this time may be given under extenuating circumstances.

### **4.3 Responsibilities of the CPG Chair**

#### **4.3.1 Responsibilities of the Chair to COSA**

- Contribute as a member of the COSA Council and contribute to the activities of COSA.
- Attend COSA Council meetings 3 times yearly OR as planned.
- Provide a report on the Group's activities for the eNews Marryalyan reports at least once a year OR as requested by COSA.
- To arrange an Annual Meeting for the Group and provide a copy of the minutes to COSA.
- To provide a summary of the Group's activities and achievements for the COSA Annual Report.
- To be a member of the Annual Scientific Meeting (ASM) Program Committee, or to nominate and support an appropriate member. This includes advising on topics and content for the ASM, speaker suggestions and abstract review.
- To participate in, or nominate an appropriate person, to participate in COSA

activities and projects as requested by the President and/or Chief Executive Officer of COSA and deemed appropriate to the objectives of the CPG.

- To respond to requests for information from the President and/or Chief Executive Officer of COSA or other COSA Groups where relevant to the aims of the Groups and COSA.
- To provide advice to COSA on pharmaceutical/medication related issues.
- To provide updates to the website manager on the Group's webpage.

#### **4.3.2 Responsibilities of the Chair to the CPG**

- Lead and support the CPG Executive Committee and members.
- Represent the CPG on the COSA Council.
- Ensure CPG activities adequately reflect the needs of the membership.
- Communicate and disseminate COSA related issues/activities to the CPG membership as appropriate.
- Communicate pharmacy related activities and issues to the COSA President, COSA Board and COSA Council where relevant to the aims and objectives of the society.
- Ensure that the content of the ASM reflects CPG educational needs in terms of topics, speakers, and content.
- Ensure an appropriate CPG committee exists to undertake duties required by COSA.

### **4.4 Appointment and Term of Committee Members**

Once every two years (or as determined by the Committee) the COSA Chief Executive Officer, acting upon the direction of the Group Chair, shall conduct an election for the position of Committee Member including the position of the Deputy Chair by:

- calling for nominations from the COSA CPG membership
- each nomination must be signed by the nominee, proposer, and seconder, all of whom must be COSA and CPG members.
- in the event of there being more nominations than Committee vacancies, the Chief Executive Officer shall conduct a ballot at which all Group members may vote.
- each Committee member shall hold office for two years and be eligible for re-election for a further two years, or a tenure as determined appropriate by the Committee.

### **4.5 Responsibilities of the Committee Members**

#### **4.5.1 Responsibilities of the Deputy Chair**

- Act as the Chair in the event of their absence.
- Remain up-to-date and familiar with the various and concurrent activities of the Group.
- Assist the Chair in delivering the strategic objectives of the Group.
- Assist the Chair with general and specific duties as required.

- Assist the Chair with the coordination of Committee meetings including supporting documentation.

#### 4.5.2 Responsibilities of all Committee Members

- Actively participate in CPG activities including planning/leading activities in a selected area/portfolio. New Committee members will be given a mentorship by a more experienced Committee member in their area of responsibility.
- Attendance at 75% of Committee meetings unless extenuating circumstances exist that have had prior approval from CPG Chair.
- A leave of absence may be granted to a Committee member for reasons such as parental leave, sabbatical leave. At the end of the leave period the member may choose to return to the Committee in full capacity or resign from the Committee. The leave of absence is included in their elected term. In exceptional circumstances, a return in a limited capacity may be agreed to by the Committee.
- During a leave of absence, a new member may be seconded to the Committee if required for ongoing function of the Committee, and this person will step down on return of the incumbent Committee member.

#### Suggested areas of responsibility/ portfolios for CPG Committee

CPG Committee area of responsibility	Suggested activities	
Membership	Recruitment of new members, ensuring strategies in place to retain members, advertising, developing new members pack.	
Advocacy and Professional Practice	Coordinating the CPG response on national issues in cancer care Promotion of the profession Leading the development of the guidelines for: <ul style="list-style-type: none"> <li>▪ pharmacy practice</li> <li>▪ monoclonal antibodies safe handling</li> <li>▪ reviewing and developing guidelines for safe prescribing etc.</li> </ul> Respond to queries from COSA that may involve aspects of pharmacy practice.	With assistance from wider CPG membership
Sponsorship & Partnerships	Developing relationships with sponsors for CPG related events for present and future collaborations Initiate a CPG directed pharmacist grant process Assist COSA to award grants Maintain a library of completed grant projects/ outcomes as required by the grant process	

Communication	CPG newsletter Website display Social media	
Training & Education	ASM representation/advice Coordinate CPG course program development, manage speaker recruitment, review CPD needs, assist with sponsor recruitment	With assistance from wider CPG membership
Research and collaboration	Fellowship Collaborations with other COSA groups and Pharmacy groups (nationally/internationally)	

## 5. Committee Support and Secretariat

As supported by COSA secretariat

## 6. Conduct of Meetings

### 6.1. Frequency of Meetings

The Committee shall meet (either in person or via tele- or video-conference) once every month.

### 6.2. Quorum

A quorum of over 50% of Committee members is required for any meeting to be held or any decision ratified. The quorum must include either the Chair or the Deputy as delegate chair.

### 6.3. Agenda

An agenda will be circulated to the Committee prior to each monthly meeting. An agenda will be distributed to all members prior to the AGM being held.

### 6.4. Minutes

Minutes of all meetings will be prepared by the nominated Committee Secretary for the meeting and approved by the Chair prior to circulation.

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 the nominated Secretary.

Draft minutes will be ratified at the next meeting.

All meeting minutes should be made available to COSA Council on request.

### 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 Chief Executive Officer. Regular reports should be provided by the Chair for inclusion in the Marrayalyan and Annual Report.

Other reports may be requested at the discretion of the COSA President or Chief 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 11.
- The performance of the Committee will be evaluated by adherence to these terms of reference. The terms of reference will be reviewed every two years.

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

*Approved by Committee: 05 December 2023*

*Approved by COSA Council: 22 March 2024*

## **10. Review Date**

November 2025

## **11. Supporting Documents**

COSA Constitution

COSA Board and Committees Code of Conduct