

# Terms of Reference

## COSA Neuroendocrine Tumour 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.

### 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 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 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) members.

## **1. COSA Neuroendocrine Tumour (NET) Group**

The COSA NET group was formed in 2009. This group recognises the difficulty in providing quality multidisciplinary care for patients suffering from NETs. It aims to provide a platform for discussing NET-related issues and to advocate for the care of patients with NETs.

### **1.1 Membership of NET group**

Membership is open to all financial COSA members.

### **1.2 Aims and objectives**

The aims and objectives of the COSA NET group are as follows:

- a) To represent health professionals from different disciplines in their quest to provide optimal care to NET patients
- b) To promote and advocate for increased awareness of NETs
- c) To promote and advocate for equitable access to diagnostic tools and treatments for NETs (e.g. peptide receptor radionuclide therapy)
- d) Foster clinical trials and research in NETs, particularly multidisciplinary research
- e) To facilitate development of policies which encourage a coordinated strategy for comprehensive supportive care for NET patients in Australia

## **2 The NET Executive Committee**

The Executive Committee is formed out of the membership of the NET group to provide strategic leadership on the general direction of the NET group and on particular projects pursued by the group.

### **2.1 Membership**

- Membership of the COSA NET Executive Committee will comprise at least 4 members plus the chair (i.e. at least 5 members in total) and up to 10 members, all of whom must be members of the NET 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.

### **2.2 Appointment and Term of the Executive Committee Chair**

When required, the COSA Chief Executive Officer, acting upon the direction of the Group

Chair, will conduct an election for the position of Chair by calling for nominations from the Group membership.

- The Chair will hold office for an initial term of two years, and will be eligible for re-appointment for a further two-year term if there is no objection from the Executive Committee. The Chair may be eligible for a third term, but other Group members may also be invited to nominate at this time.
- Single nominations for a position will be appointed automatically if there is no objection from Executive Committee members. In the event of there being more than one nomination for the Chair roles, the Chief Executive Officer shall conduct a ballot at which all Survivorship Group members may vote.

In the event of there being no nominations, the COSA Council may appoint a Chair.

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

Each Executive Committee member will hold office for two years, and be eligible for re-appointment for a further two years, or a tenure determined appropriate by the Executive Committee.

The Chair will ensure rolling membership renewal of the Executive, to ensure continuity is maintained in leadership while bringing new experience to the Committee.

Expressions of interest will be sought from NET 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 NET Group membership if more than one nomination is received for vacant roles.

### **2.4 Executive Committee Support and Secretariat**

The COSA Project Manager will act as secretary of the Committee, facilitate scheduling of meetings, and ensure the minutes of all meetings are recorded.

- If there is no Project Manager assigned to the NET group, the Chair (or the delegate) will act as the secretary in the interim.

The Executive Committee will meet at least twice a year, either face-to-face if feasible, and via teleconference at other times. The Executive will endeavour to arrange a face-to-face Annual General Meeting (AGM) of the Group at COSA Annual Scientific Meeting (ASM).

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

### **2.5 Quorum**

A quorum will consist of strictly half plus 0.5 of the Executive Committee (e.g. if the Executive Committee has 6 members, quorum is 3.5 i.e. 4; if the Committee has 9 members, quorum is 5). This does not include the COSA Project Manager.

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 COSA Project Manager for information.

## **2.6 Agenda**

Two weeks prior to a planned meeting, the COSA Project Manager will remind the Executive Committee of the meeting date and time and invite additional contributions to the agenda. Members should submit any items for inclusion on the agenda to both the Chair and Project Manager at least seven working days before the meeting. The Project Manager 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.

## **2.7 Minutes**

Minutes of all Executive Committee meetings will be prepared by the COSA Project Manager (or the Chair or their delegate), and approved by the Chair, prior to circulation to Committee members.

Draft minutes will be circulated to the Executive Committee within 10 working days of the meeting for comment. Written comments will be provided via email to the Chair and COSA Project Manager. Draft minutes will be ratified at the next meeting.

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

If approved by the Executive Committee, meeting minutes may be available in the members’ area of the COSA website.

## **2.8 Confidentiality and Conflict of Interest**

All Executive Committee business remains confidential unless otherwise advised by the Chair. The Chair will remind Executive Committee members to disclose any conflicts of interest at the start of each meeting.

## **2.9 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.

## **3. 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.

#### **4. Review**

All members agree to adhere to these terms of reference and the supporting documents listed at item 6. The terms of reference will be reviewed by the Executive Committee every two years or as required.

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

Approved by the Committee: 28 October 2019

Approved by COSA Council: 11 November 2019

#### **6. Supporting Documents**

COSA Constitution

COSA Board and Committees Code of Conduct

Appendix 1: Current composition of NET executive committee

## **Composition of NET Executive Committee**

Last updated 15 October 2019

David Chan (NSW; Chair)

Gabrielle Cehic (SA)

Erin Laing (VIC)

Michael Michael (VIC)

Tim Price (SA)

Kate Wakelin (VIC)

David Wyld (QLD)