Brief Description
A number of bodies are involved in the delivery of Cancer Genetics across Canada. This Ad hoc Working Group initiated by The Canadian College of Medical Geneticists (CCMG) will engage a variety of professional bodies to understand the landscape of Cancer Genetics delivery and aid in the dissemination of knowledge and practice patterns to all providers of Cancer Genetics across Canada.

Mandate
1. The Cancer Genetics Ad Hoc Working Group’s primary aim will be to understand the landscape of cancer genetics delivery of care.
2. A report will be produced within three years of the Ad Hoc Working Group formation on the landscape of cancer genetics delivery of care.
3. In the context of this ad hoc working group, cancer genetics encompasses the clinical and laboratory (molecular, cytogenetics) assessment and investigations related, but not limited to: hereditary cancer syndromes and somatic tumour molecular analysis

1. Membership

- Up to 12 members, all of whom must be current members of the affiliated organisation
- At least 4 members including the Chair who are Fellows of the Canadian College of Medical Genetics (FCCMG) in good standing
  - A minimum of one member who is certified in Clinical Medical Genetics
  - A minimum of one member who is certified in Molecular Genetics
  - A minimum of one member who is certified in Cytogenetics
  - A representative of the CCMG Board of Directors

- The Working Group will also include the following ex officio members:
  - One member of the Canadian Association of Genetic Counsellors (appointed by the CAGC)
  - One member of the Canadian Association of Pathologists (appointed by the CAP)
  - One member of the Society of Gynecologic Oncology of Canada (appointed by the SGOC)
  - Additional members from other professional societies may be invited to participate as determined by the Chair
• It is desirable to have representation from different geographical regions of Canada, and representation from a range of the different professional disciplines which the Cancer Genetics 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 and the content for discussion at that meeting.
• The Committee may co-opt additional individuals to assist on specific issues/projects.

2. Appointment and term of chair
• A chair will be selected from the membership of the Ad Hoc Working group for the duration of the existence of this committee.
• If this committee becomes a permanent committee, revised terms of reference will be required.

3. Committee Support and Secretariat
The CCMG Cancer Genetics Ad Hoc Group shall be supported by the CCMG secretariat for specific activities (surveys, teleconference support).

4. Conduct of Meetings
• The chair will convene regular teleconferences of the CCMG Cancer Genetics Ad Hoc Working Group, with approximately 4 meetings held each calendar year.
• One annual face-to-face AGM will be held either at the CCMG annual meeting or an appropriate Canadian-based scientific meeting likely to attract a large number of Working Group members.
• When/if decision making is required a quorum will be at least 50% of current Working Group members.
• Draft minutes of all meetings will be prepared by, and circulated to the Working group members, ideally within 10 working days of the meeting for comment.
• All meeting minutes will be made available to CCMG Board of Directors.

5. Confidentiality and Conflict of Interest
All Working Group business remains confidential unless otherwise advised by the Chair.

6. Reporting
• The Executive Committee reports to the CCMG Board via the Chair and Board representative.
• Regular reports should be provided by the Chair for inclusion in the CCMG Annual Reports.