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**Committee:** CCMG Metabolics Committee

**Document:** Terms of Reference (ToR)

**Dates:** Approved by the Board of Directors **April, 2012**

Revised by the Metabolics committee **November 2020**

Revised and approved by the Board of Directors **January 26, 2021**

Revised by the Metabolics committee **October 2022**

Revised and approved by the Board of Directors **November 2022**

Revised by the Metabolics committee **June 2024**

Approved by the Board of Directors, **September 2024**

## **1. Mandate**

The Metabolics Committee reviews issues related to the training in, and practice of, Laboratory and Clinical Biochemical Genetics in Canada. It provides regular feedback to the Training, Clinical Practice and Laboratory Practice committees on issues related to the improvement of, and advances in, the discipline of Biochemical Genetics.

## **2. Objectives & Liaisons**

1. To review the training requirements in the disciplines of Laboratory and Clinical Biochemical Genetics. The Metabolics committee will oversee the training guidelines/core competencies for Clinical and Laboratory Biochemical Genetics and provide feedback to the Training Committee and the Board of Directors.
2. To respond to inquiries about the standards of delivery of services in Laboratory and Clinical Biochemical Genetics services across Canada, including Newborn screening services. The Metabolics committee will raise and address Laboratory and Clinical Practice issues as they pertain to the discipline of Biochemical Genetics.

## **3. Membership and Tenure**

- The Committee shall normally consist of at least 6 regular contributors including the Chair and Board representative (ex officio). Regular contributors should be practicing as either clinical or laboratory Biochemical Geneticists. Consideration will be given to maintaining geographical representation and diversity. The term of membership will be 3 years, renewable once.

*Date of last review: July 2024*



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- Appointment of the Chair and Chair Elect will be by recommendation of the Committee membership. The Committee will identify the Chair Elect at least 9 months prior to the anticipated turnover and the current Chair will communicate this decision to the Board of Directors, CCMG Office, and Awards and Nominations committee. The normal term of appointment for the Chair shall be 3 years, renewable once, and may follow after one term as a regular contributor. At the end of their term, the Chair will ideally remain on the committee for one additional year as Past Chair (ex officio).
- Terms begin in January and end in December.
- Any external committee representatives are to be arranged between the corresponding committee chairs.
- Where possible, equity and diversity will be considered in establishing the membership in the committee.

#### **Fellow-in-training**

- One CCMG affiliate fellow-in-training, as described in Article 3 of the CCMG By-Laws, may act as a committee member for a term of 2 years. A fellow-in-training committee member is expected to work with the core members towards the completion of any activities performed by the Committee. A fellow-in-training can vote on matters pertaining to the Committee activities.
- If a fellow-in-training completes their training before their 2-year term expires, they may choose to continue to participate for the remainder of the two-year term, or end their term when they are no longer a fellow-in-training.

#### **4. Liaisons**

To contribute to the mandate of the Training, Clinical and Laboratory Practice committees through regular communication. Each of the above committees will have ex-officio contributors from the Metabolics Committee to serve as liaisons:

- A minimum of one ex-officio contributor will be assigned to the Laboratory Practice Committee
  - A minimum of one ex-officio clinical (MD) contributor will be assigned to the Clinical Practice Committee
  - A minimum of two ex-officio contributors (one clinical, one laboratory) will be assigned to the Training Committee
3. Working groups may be created on an ad hoc basis. Membership to these working groups would ideally capture expertise across Canada and may include individuals who are not fellows of the CCMG but who work in the field of Biochemical Genetics.



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## **5. Conduct of Meetings**

The Chair or Chair-Elect will convene regular meetings with approximately one meeting held every four months or more frequently if required.

Quorum for decisions will be at least 50% of members

Draft minutes of all meetings will be prepared by a committee member and circulated to the committee members for comment, ideally within 10 working days of the meeting.

All meeting minutes will be made available to CCMG Board of Directors via the Board of Directors Representative and made available on the shared CCMG document platform for permanency of records.

## **6. Financial Arrangements**

No committee member shall be remunerated for being or acting as a committee member. CCMG will provide support towards Committee meetings held at the Annual General Meeting or to CCMG representatives traveling on approved business that is not otherwise supported.

## **7. By-laws**

This Committee is governed by the By-Laws of CCMG.

CCMG committee terms of reference are to be reviewed annually, ideally at the time of committee membership turn over.