Committee: CCMG Community of Practice (CoP) in Cancer Genetics
Document: Terms of Reference (ToR)
Dates: June 10, 2020 - CoP approved by CCMG Board of Directors (BoD) (Note: CoP began in 2016)  
August 18, 2020 - ToR approved

Mission:
To facilitate knowledge exchange on the topic of cancer genetics across the continuum of prevention, treatment, education and advocacy between service providers from the CCMG medical and laboratory genetics community, the Canadian Association of Genetic Counsellors (CAGC), the Canadian Association of Pathologists (CAP) and the Society of Gynecologic Oncology of Canada (GOC). The CoP in Cancer Genetics can also include members of other stakeholder societies upon review and invitation.

Scope:
The CoP in Cancer Genetics exchanges information and resources including but not limited to clinical care of patients with inherited cancers, approaches to genetic testing and counselling, and implementation of new diagnostics and new approaches to clinical care for cancer based on genetic information.

Guiding Principles:

- Active participation in meeting the CoP goals of information sharing in cancer genetics in Canada
- Open communication, collaboration and information sharing among members
- Members will respect confidentiality of the topics discussed as applicable
- Members will disclose known or potential conflicts of interest
- The CoP in Cancer Genetics is not a decision-making body of the CCMG, but rather a community of individuals with a shared interest
- The CoP Chair/Co-chair will liaise with the CCMG Board of Directors (BoD) through an annual report

Objectives:

1. To provide leadership and expertise regarding laboratory and clinical care for inherited cancers
2. To create linkages between health care providers working in the area of cancer genetics
3. To increase communication and consultation between the CCMG, CAGC, CAP and GOC societies on related activities in cancer genetics

Membership and CoP Structure:
The CoP formed by the CCMG is open to its members as well as members from CAGC, CAP and GOC. New members will be recruited as necessary either by direct invitation or indirectly (through newsletters, e-blasts, etc.). There is no maximum number of members, to reflect the intent that the CoP is an inclusive community.

Chair: A CoP chair or two co-chairs will be identified. The term of the chair(s) is two years, renewable once. The CoP membership will choose the chair/co-chairs and they must be CCMG members. The chair/co-chairs responsibilities are:

1) Ensure at least one meeting of the members per year, virtually or in person;
2) Provide a yearly report on CoP activities to the BoD prior to the CCMG Annual General Meeting;
3) Notify the BoD when there are changes to the Chair, or to the CoP members, through submission of an updated CoP Member List. The CCMG Awards and Nominations committee will not select members for any CoP, but the BoD may communicate with CCMG members to advise them that
they can join any existing CoP, which can be done by contacting the chair/co-chairs to be added to the member list.

**Meetings:** Meetings may be held at a frequency as decided by the CoP membership, but at least one online meeting or call must be held per year to remain as an active CoP within the CCMG. If a meeting or call is not held within 12 months, the BoD may close the CoP at their discretion.

**Confidentiality:**
Matters discussed at CoP meetings and teleconferences are confidential and may not be disclosed to others, unless agreed upon by the members of the CoP. Exclusion to this is includes information that was previously published, is in the public domain, or is information already known to the member and was not acquired directly or indirectly from the CoP.

**Documents:**
If the CoP intends to produce guidelines or other material, advice should be sought from the BoD (for example, to determine if a working group of a subset of the CoP members should be formed).

**Reports to:**
The CoP will provide an annual report to the BoD on topics and initiatives within the group. The BoD will also share the report with external organizations as requested by the CoP (for example, to professional societies to which other non-CCMG members may belong).

**Term of CoP:**
Ongoing, provided that at least one online meeting or teleconference has occurred within the prior 12 months.