



**Committee:** CCMG Scientific Program Committee

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

**Dates:** Approved by the Board of Directors, November 9, 1999

Approved by the Board of Directors, May 21, 2004

Revised and approved by the Board, November 13, 2019

Revised by committee, May 2024

**Approved by the Board of Directors, July 22, 2024**

## 1. Mandate

The Scientific Program Committee is responsible for arranging the scientific programs for the CCMG annual meeting.

## 2. Objectives

1. To arrange the scientific program for the annual meeting of the CCMG, whether held separately or in partnership with other groups or societies.
2. To ensure a subcommittee of at least two members is formed to provide input into the non-scientific aspects as organized by the CCMG conference support company (for example, business meetings, social events, and other non-scientific events).

## 2. Membership and Tenure

- The Committee shall consist of a minimum of 6 to a maximum of 9 members.
- The Committee shall include 2 to 3 clinical representatives and 2 to 3 laboratory representatives, the latter from different disciplines (if possible).
- The committee shall include at least two Board members, which would typically be the current President and the President-Elect. A third Board representative may be added if needed (for example, the Treasurer for joint meetings with more complex meeting organization).
- The normal term will be 4 years, with rotation of half the committee each 2 years. Renewal will be at the discretion of the Board and members.
- The normal term for the committee chair shall be 4 years, renewable. The Committee will recommend to the Board of Directors a Chair-elect to replace a retiring Chair, at least 9 months prior to the anticipated turnover. The retiring Chair will normally remain as a member of the Committee for one additional year.
- Any external committee representatives are to be arranged between the corresponding committee chairs.

*Date of last review: May 2024*

## **Fellows-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 Scientific Planning Committee. A fellow-in-training can vote on matters pertaining to the Scientific Planning 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.
- Should no volunteer be available to replace a departing fellow-in-training committee member, this position may remain unfilled within the committee.

## **4. Liaisons**

The Committee liaises with the Continuing Professional Committee.

## **5. Conduct of Meetings**

The Chair or Chair-Elect will convene regular meetings with approximately one meeting held at least quarterly 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.