

TERMS OF REFERENCE FOR [NAME] CCMG AD HOC WORKING GROUP

Date ToR approved by Board: {DATE}

Brief Background for Formation of Working Group:

[TO COMPLETE]

Mandate

The purpose of this CCMG Ad hoc Working Group is to... [DESCRIBE e.g. to develop and publish guidelines for....]

Timeline

[DESCRIBE DATES FOR MILESTONES e.g. date of formation of the group and working group initiation, date draft document ready, date document to be sent for Board and CCMG membership review, date of any face-to-face meetings etc]

Membership:

[DESCRIBE MEMBERSHIP, see example below. If members external to CCMG are required, this request must go to the Board who will determine the best route for invitation. If the outcome of the working group is a joint publication with an external organization, ensure approval is sought and terms of reference agreed upon with the external organization and approved by both boards.

[EXAMPLE:

- 6-8 CCMG laboratory scientists (CCMG molecular certified). Preference will be given to those members who oversee labs performing ... testing
- 2-4 external members from the Canadian Association of Pathologists [Note: The membership from CAP pathologists will be sought by the CCMG Board at a later date when a draft document is completed].
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Confidentiality

Matters discussed at meetings and teleconferences are confidential and may not be disclosed to others. Exclusion to this includes information that was previously published or in the public domain, or it is information was already known to the member and was not acquired by the member directly or indirectly from the committee.

Conflict of Interest

Members should disclose any known or perceived conflicts of interest. When the main goal of the working group is development of educational materials, guidelines or recommendations on a specific

topic, participation in similar activities (during the time frame of the Working Group activities) on the same topic led by external organizations might be perceived as a conflict of interest. If such situations arises the member of working group should discuss this with the chair(s) and BoD representative, which, if required, could seek the advice of the BoD on that matter.

Appointment and term of chair

[DESCRIBE, may be one chair or two co-chairs e.g. Two co-chairs will be selected from the membership of the Ad Hoc Working group for the duration of the existence of the Working Group]

Conduct of Meetings

- The chair or co-chairs will convene regular zoom meetings of the Ad Hoc Working Group, with approximately one meeting held each month or more frequent if required.
- Quorum for decisions will be at least 50% of Working Group members
- Draft minutes of all meetings will be prepared and circulated to the Working group 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.

Reporting

The co-chairs will report to the CCMG Board of Directors via the Board representative for monthly updates.

After completion of the manuscript it will be submitted to CCMG Board of Directors to seek the feedback from the following CCMG committees.

[INCLUDE HERE THE COMMITTEES THAT SHOULD REVIEW ANY DOCUMENTS, and note if the document will be circulated to the full CCMG membership (recommended). If the document is a joint document with another external group, also include in this section how the circulation and feedback from the external group will occur]

The final manuscript must be submitted to BoD for approval.

The WG should review the ToR annually and notify the Board representative of any suggested changes.

Once the WG feels they have met the mandate of the WG, they should submit a request to their Board representative to disband the WG. The Board representative will propose the motion to the CCMG Board of Directors and notify the WG once the motion is passed. The WG will then be formally disbanded.