



Canadian Society of Surgical Oncology La Société Canadienne d'Oncologie Chirurgicale

Executive Committee Roles and Responsibilities

Updated July 15, 2021

The Executive Committee's main role is to have the best interests of the membership in mind and to represent the membership locally, nationally and internationally. They work together as a team to ensure they upkeep the Mission Statement of the Society:

The Canadian Society of Surgical Oncology (CSSO) is an organization made up of surgical oncologists and general surgeons across Canada that are dedicated to improving Cancer Care in Canada. They do this by performing the following:

- Facilitating communication between surgeons whose primary interest lies in the field of oncology.
- Encouraging the formation of surgical oncology training programs in surgical departments in Canadian universities.
- Promoting the optimum treatment of the patient with cancer through a multi-disciplinary treatment approach.
- Cooperating with other organizations, including the Royal College of Physicians and Surgeons of Canada (RCPSC), the Canadian Association of General Surgeons (CAGS), The Society of Surgical Oncology (SSO) and the Canadian Oncology Society (COS) in activities designed to achieve these objectives.
- Fostering the development of education in cancer, for graduate, undergraduate and continuing medical education.
- Encouraging the development of research in oncologic surgery.

The Executive Committee is made up of the following members:

- Executive Director
- President
- President-Elect/Vice-President
- Past President
- Secretary
- Treasurer
- Co-Directors of Education (2)
- Co-Directors of Research (2)
- Director of Media and Communications
- Members at Large (4)
- Fellow Representative (1)
- **Canadian Surgical Oncology Research (CanSOR) Consortium Observer/Liaison (1)**

Application to be a member of the CSSO Executive:

Whenever there is a vacant position, the Executive Director or Director of Media and Communications will send out a call to all CSSO members, via email, to submit their application to become part of the Executive Board. The vacant positions will be advertised with their role and responsibilities. Any member that is a practicing Surgical Oncologist can apply. Applications will include which position they would like to apply for and a letter of motivation that will include their current hospital appointment, their field of interest in Surgical Oncology, their possible time commitment to the society and ability to attend the bi-annual meetings and their motivation to becoming a member of the Executive.

All applications will be reviewed by the Selection Committee, which is made up of current members of the Executive. The Selection Committee will then set up a teleconference meeting to go over the applications and decide on which applicants will get which positions based on the motivation letter, the perceived ability to commit their time to the society and past demonstration of dedication to the society. If there is only one member that applies to a position, they will be nominated into that position.

The CSSO is dedicated to ensure equity, diversity and inclusion among its executive as well as among its members. In any given year, should more interested members present than positions available on the Committee, the Selection Committee will request the development of a skills and diversity matrix incorporating the skills and demographics (location, gender, ethnicity etc.) of all current Committee members in order to identify gaps. Applications from potential new members will be assessed, using the matrix, to fill any identified gaps.

Responsibilities and Membership Commitment:

To remain a member of the Executive you must show engagement and be present to at least one out of the two executive meetings a year as well as be present to a majority of additional meetings that are held outside the executive meetings or be engaged and respond to email requests etc.

These roles and responsibilities will be reviewed and approved by the CSSO Executive every 3 years, or sooner if deemed necessary.

Annual Spring Meeting Program Sub-Committee:

The role of this Sub-committee is to help plan the Annual Meeting as a Group
Led by the President and all members may participate in any task but certain tasks are assigned in the following manner:

- The entire committee can discuss who they would like as the Temple Lecturer
- The President is to invite the Temple Lecturer
- The Past President is responsible for inviting new young staff to present to the Past President's Panel and is to invite Past Presidents to the Panel
- The President Elect/VP and Director of Media and Public Relations will look for funds from sponsors for the two dinners of the event
- The Director of Media and Public Relations, with the help of the Executive Director, will plan the two dinners
- The President Elect/VP will be responsible for the Social events of the Temple Lecturer (pick up from airport, bring to fellows dinner and Friday dinner and organize gift with the help of the Executive Director)
- The Director of Research and Members at Large are responsible for reviewing abstracts, the format of presentation and develop the criteria on how to select the best presentation of the day and determine prizes
- The Directors of Research are responsible for attaining CME credits for the event
- The Directors of Research are responsible in providing the order of abstracts being presented at the meeting
- The Directors of Education plan the Formative Oral examination for the Fellows and help with the topic of the Temple Lecturer at the Annual meeting
- The Treasurer, Secretary and Fellow representative help the others in their tasks to ensure the event runs smoothly
- The Fellow representative encourages young members to attend the Annual Meeting via email messages and Twitter

Annual Fall CSF Meeting Program Sub-Committee:

The role of this Sub-committee is to help plan the Annual CSF Meeting as a Group

Led by the President and all members may participate in any task but certain tasks are assigned in the following manner:

- The entire committee can discuss who they would like as the Shibata Lecturer
- The President is to invite the Shibata Lecturer
- The President Elect/VP is to help the President with the CSSO Symposium at CSF
- The President Elect/VP will be responsible for the Social events of the Shibata Lecturer (pick up from airport, bring to dinner the evening prior and organize gift with the help of the Executive Director)
- The Directors of Research and Members at Large are responsible for reviewing abstracts, the format of presentation and develop the criteria on how to select the best presentation of the day and determine prizes
- The Directors of Research are responsible in providing the order of abstracts being presented at the meeting.
- The Directors of Education plan the Post-Graduate Course at CSF
- The Treasurer, Secretary and Fellow representative help the others in their tasks to ensure the event runs smoothly
- The Fellow representative encourages young members to attend the Annual Meeting via email messages and Twitter

Executive Director

Role:

Maintain all relevant documentation of the Society and play an administrative role to support the Society in its day-to-day functions.

Term:

This is set at the time of Contract creation between the Society and the Executive Director

Responsibilities:

- Assists the President and President Elect/VP in their tasks and helps with administrative paperwork that may be required
- Assist the Director of Communications in their emails to the membership
- Assist other members when required upon their request
- Potential for maintaining a Newsletter to Membership with updates about the CSSO
- Keeps proper documentation of all By-Laws, Amendments, and Financial Statements and Annual Reports of the Society
- Membership accrual and retention
- Assuring that membership annual dues are collected
- Updating membership list emails and correspondence as well as location of practice and surgical interest/expertise
- Organizing and coordinating the Annual Fellows Oral Examination

- Organizes the logistics of the Annual Spring Meeting (Reservation of the Room, food, projector and screen, A/V, Creates the Program for the Annual Meeting and Printing etc.)
- Helps with setting up CanSOR meetings and minutes
- Helps buy a gift for the Shibata and Temple Lecturers, to be presented at the time of the meeting with a card signed by the President on behalf of the CSSO Executive
- Potential for helping develop Webinars for CME from the CSSO

Qualifications:

- Willingness, availability and commitment to fulfill the responsibilities outlined above
- Ability to navigate simple software and keep in good communication with the rest of the executive members
- Good record keeping and organization skills

Rationale for the promotion to President:

It is considered beneficial to have three Executive members in the presidential pool at any given time, to ensure representation at CSF committee meetings (Steering Committee, Program Committee), to ensure leadership at the spring and fall meetings of the CSSO, and to facilitate continuity. A term of one year for each of these positions will allow Executive members to advance to the position of President within a reasonable time frame, if this is their wish. The three positions include the Past President, the President Elect/VP, and the President.

President

Role:

Lead the Executive in establishing goals and priorities of the Society and direct planning of the annual spring and fall meetings as well as represent the Society internationally and at the Society of Surgical Oncology

Term:

One year

Responsibilities:

- Attendance at both spring and fall meetings in the year prior to and the year of appointment
- Chair the annual spring meeting in the year of appointment
- Participation in CSF Program Committee meetings
- Participation in CSF Steering Committee meetings
- Chair spring and fall Executive Committee meetings
- Call and chair additional Executive Committee meetings as required
- Chair Annual General Business Meeting at spring meeting
- Lead and coordinate planning of spring meeting, including invitation of Temple lecturer
- With the help of the President Elect/VP, plan and execute the CSSO Symposium at the CSF meeting, including invitation of the Shibata Lecturer
- Lead and coordinate planning of fall meeting with the Co-Directors of Education
- Work with the Executive Director to respond to issues that arise between Executive Committee meetings
- Lead the selection of the Surgical Oncology staff being awarded the position for the exchange program with the SSO
- Represent the CSSO with the SSO global surgical oncology group, which generally meets at the SSO Annual Symposium

Qualifications:

- Willingness, availability and commitment to fulfill the responsibilities outlined above
- Serve as President Elect/Vice-President for one year prior to appointment
- Serve as Past President for 1 year after appointment

- Working as a clinician and/or researcher and/or educator at a Canadian institution in Surgical Oncology

President-Elect/Vice-President

Role:

Assist the President in establishing goals and priorities of the society and planning of the annual spring and fall meetings, and substitute for the President as required

Term:

One year

Responsibilities:

- Attendance at both spring and fall meetings in the year prior to and the year of appointment
- Participation in CSF Program Committee meetings as available, and in particular when the President is unable to attend
- Participation in CSF Steering Committee meetings as available, and in particular when the President is unable to attend
- Attend spring and fall Executive Committee meetings
- Attend and chair additional Executive Committee meetings as required
- Attend Annual General Business Meeting at spring meeting
- Assist with planning of spring meeting
- Plan and chair the afternoon symposium held at the spring meeting
- Assist the President to plan and execute the CSSO Symposium at the CSF meeting, including invitation of the Shibata Lecturer
- Plan and execute social program for Shibata lecturer (dinner the night before, the night of and throughout the conference etc.)
- Plan and execute social program for Temple Lecturer (dinner the night before with the fellows after the fellows oral exam, the Friday night dinner etc.)
- Assist the Executive Director in getting a gift for the Shibata and Temple Lecturers to be presented on the day of the meeting
- Liaise with supporting pharmaceutical companies for sponsorship of the meeting and dinners
- Assist the President as required in responding to issues that arise between Executive Committee meetings

Qualifications:

- Willingness, availability and commitment to fulfill the responsibilities outlined above
- Having held at least two of the following roles for a minimum of 2 years or one role for a minimum of 4 years: Director of Research, Director of Education, Director of Communication, Secretary or Treasurer
- Working as a clinician and/or researcher and/or educator at a Canadian institution in Surgical Oncology

Past President

Role:

To provide a source of informal advice and consultation to the current President

Term:

One year

Responsibilities:

- Attend at least one spring or fall meeting/year over the term of appointment
- Help plan and organize the Past President's Panel at the Annual Spring Meeting
- Will help the Director of Media and Communications to ensure accurate and updated information on the CSSO Website
- Represent the Society at National or International meetings when the President or President Elect/VP are unable to attend

Qualifications:

- Willingness, availability and commitment to fulfill the responsibilities outlined above
- Prior service as President and President Elect/VP

Secretary

Role:

Encourage and track membership in the society, and coordinate communication with the membership.

Term:

2 years with ability to renew for an additional term

Responsibilities:

- Keep track of the terms held by each Executive member and the number of years they have served in that role
- Attend all spring and the majority of fall meetings over the term of appointment
- Attend all spring and the majority of fall Executive Committee meetings with presentation of a report on the membership
- Promote membership accrual and retention
- Liaise with the Director of Media and Communications and the Executive Director for updates on new member applications and renewals that were received via email or the website
- Attend additional Executive Committee meetings as required
- Attend Annual General Business Meeting at spring meeting with presentation of a report on the membership
- Assist with planning of spring meeting, upon request
- Assist with planning of fall meeting upon request

- Work with the Executive Director to maintain an updated list of members and associate members, with current email addresses
- Work with the Executive Director to ensure timely and appropriate communication with the membership and potential membership opportunities and particularly with regard to initiation/maintenance of member status and dues payment
- Help create a succession plan and promote young members to join the society
- Take minutes at the meetings if the Executive Director is not present and to distribute these to the group

Qualifications:

- Willingness, availability and commitment to fulfill the responsibilities outlined above
- Serve as Member at Large for a minimum of two years prior to the term of appointment
- Working as a clinician and/or researcher and/or educator at a Canadian institution in Surgical Oncology

Treasurer

Role:

Record, track and account for the finances of the society and assist with planning and execution of the annual spring and fall meetings. We feel there should be 2 treasurer to allow for two signing authorities for safety and availability to the account when one or the other is not available.

Term:

2 years with ability to renew for an additional term

Responsibilities:

- Manage the CSSO Bank account and provide reimbursement cheques when required
- Maintain Annual Reports and Financial Statements annually
- Keeping record of the Budget and where money came from and tabulate all expenditures
- Keeps track of Membership Renewal Payments via Stripe account
- Attend all spring and the majority of fall meetings over the term of appointment
- Attend all spring and the majority of fall Executive Committee meetings with presentation of a financial statement
- Attend additional Executive Committee meetings as required
- Attend Annual General Business Meeting at spring meeting with presentation of a financial statement
- Assist with planning of spring meeting upon request
- Assist with planning of fall meeting upon request

Qualifications:

- Willingness, availability and commitment to fulfill the responsibilities outlined above
- Serve as Member at Large for a minimum of two years prior to the term of appointment

- Working as a clinician and/or researcher and/or educator at a Canadian institution in Surgical Oncology

Co-Directors of Education (2 people)

Role:

Develop and execute educational programs for the benefit of general surgical oncology fellows and faculty, society members and other surgeons and oncologists

Term:

2 years with ability to renew for an additional term

Responsibilities:

- Attend all spring and fall meetings over the term of appointment
- Attend all spring and fall Executive Committee meetings with presentation of a review of the educational program at the previous society meeting
- Attend additional Executive Committee meetings as required
- Attend Annual General Business Meeting at spring meeting
- Plan and together with the Executive Director execute the annual oral examination for the Fellows at the time of the annual spring meeting
- Direct the development of CSSO-sponsored or co-sponsored Postgraduate courses at the CSF meeting
- Plan and execute potential teaching opportunities for the membership (Webinars, CME credits etc.)

Qualifications:

- Willingness, availability and commitment to fulfill the responsibilities outlined above
- Serve as Member at large for a minimum of 2 years
- Working as a clinician and/or researcher and/or educator at a Canadian institution in Surgical Oncology

Co-Directors of Research (2 people)

Role:

Direct the development and presentation of the scientific program at the spring and fall meetings, and selection of grant recipients

Term:

2 years with ability to renew for an additional term

Responsibilities:

- Attend all spring and fall meetings over the term of appointment
- Attend all spring and fall Executive Committee meetings with presentation of a review of the scientific program at the previous society meeting

- Attend additional Executive Committee meetings as required
- Attend Annual General Business Meeting at spring meeting
- Execute abstract selection for the spring meeting (with participation of subcommittee members to be chosen by the Director of Research)
- Execute abstract selection for the fall meeting (with participation of subcommittee members to be chosen by the Director of Research)
- Develop criteria for and execute selection of grant recipients, when a grant is available (with participation of subcommittee members to be chosen by the Director of Research)
- Develop criteria for and execute selection of recipient of best student, resident or fellow presentations at the spring and fall meetings
- Communicate with best presentation authors regarding option/willingness to have poster at SSO and ensure communication with SSO regarding 5 posters accepted in international area of SSO as well as desire of having abstract published in the Canadian Journal of Surgery
- Obtain CME accreditation for spring meeting

Qualifications:

- Willingness, availability and commitment to fulfill the responsibilities outlined above
- Serve as Member at Large for a minimum of 2 years
- Working as a clinician and/or researcher and/or educator at a Canadian institution in Surgical Oncology

Director of Media and Communications

Role:

Ensure adequate communication and networking between the CSSO and the membership. Ensure a presence of the CSSO in the national and international surgical, medical and radiation oncology communities.

Term:

2 years with ability to renew for an additional term

Responsibilities:

- Attend all spring and fall meetings over the term of appointment
- Attend all spring and fall Executive Committee meetings with presentation of a review of the functionality of the Website and new additions
- Attend additional Executive Committee meetings as required
- Attend Annual General Business Meeting at spring meeting
- Assist the President with finalizing the agenda and program to put on the website
- Maintain the CSSO Website with accurate and up to date information about the Society, its membership, the fellowship programs, the Spring and Fall meetings etc.
- Have direct liaison with the Website designer to update the Website in a timely fashion
- Liaison with the Executive Director to pass important messages to the membership

- Liaison with the Treasurer to ensure the functionality of the Stripe account for membership payment
- Help the President Elect/VP in planning the social events for the Shibata and Temple Lecturers
- Help the President Elect/VP with liaising with supporting pharmaceutical companies for sponsorship of the meeting and dinners
- Plan the CSSO Annual Dinner at SSO with the help of the Fellow Representatives
- Plan the CSSO Annual Dinner (Thursday and Friday night) at the Spring Meeting with the help of the Fellow Representatives
- Create a Twitter account for CSSO and tweet relevant updates on the Society

Qualifications:

- Willingness, availability and commitment to fulfill the responsibilities outlined above
- Serve as Member at Large for a minimum of two years prior to the term of appointment
- Working as a clinician and/or researcher and/or educator at a Canadian institution in Surgical Oncology

Members at Large

There are 4 Members at large from east, central and west to allow equal representation of the country on the committee

Role:

Assist the rest of the Executive Committee with decision-making, planning and execution of tasks on behalf of the society. Represent the interests of the membership to the committee.

Term:

Two years after which time they can decide to continue for an additional term and then move into another position after 1-2 terms or step down (leave executive).

Responsibilities:

- Attend the majority of spring and fall meetings over the term of appointment
- Attend the majority of spring and fall Executive Committee meetings
- Attend additional Executive Committee meetings as required
- Attend Annual General Business Meeting at spring meeting
- Assist with abstract selection for the spring meeting at the request of the Director of Research
- Assist with abstract selection for the fall meeting at the request of the Director of Research
- Assist with selection of grant recipients at the request of the Director of Research
- Assist with selection of recipient of best resident presentation at the spring and fall meetings at the request of the Director of Research
- Liaise with membership when requiring opinions for the committee and to represent those opinions and to bring things forward to the committee when requested by membership.

- Assist with the spring annual meeting

Qualifications:

- Willingness, availability and commitment to fulfill the responsibilities outlined above
- Working as a clinician and/or researcher and/or educator at a Canadian institution in Surgical Oncology

Fellow Representative

The Fellow representative should rotate among the different university fellowship programs to allow for equal opportunity to represent the resident and fellow members.

Role:

To represent the interests of the fellow and resident members of the Society and to have a voice at the executive

Term:

One year. At the end of their term they can decide to step down or if they are a PGY7, they can apply for a member at large position. The member at large position is offered to all of the membership who also have the ability to apply.

Responsibilities:

- Attend the majority of spring and fall meetings over the term of appointment
- Attend the majority of spring and fall Executive Committee meetings
- Attend additional Executive Committee meetings as required
- Attend Annual General Business Meeting at spring meeting
- Assist with selection of recipient of best resident presentation at the spring and fall meetings at the request of the Director of Research
- Assist with the Academic Program at CSF at the request of the Directors of Education
- If they are not in conflict of interest, aid in reviewing abstracts for CSSO and CSF
- Liaise with resident and fellow membership when requiring opinions for the committee and to represent those opinions and to bring things forward to the committee when requested by membership and have a report at the Annual spring and fall executive meeting
- Help with Twitter feeds on behalf of the CSSO
- Promoting new young residents, fellows and young staff to join and see the benefits of being part of the Society
- Help with a mentor-mentee program for residents, fellows and young staff members
- Help the Director of Media and Communications with the dinners at CSSO and SSO
- Organize the Pan-Canadian Journal Club for Surgical Oncology Fellows

Qualifications:

- Willingness, availability and commitment to fulfill the responsibilities outlined above
- Working as a fellow at a Canadian institution in Surgical Oncology

CanSOR Observer

Role:

Act as the liaison between the CSSO Executive and the Canadian Surgical Oncology Research Consortium to update the CSSO on the activities of CanSOR. This is a non-voting member.

Term:

Three years.

Responsibilities:

- Attend the majority of spring and fall meetings over the term of appointment
- Attend upon invitation the spring and fall Executive Committee meetings
- Attend additional Executive Committee meetings as required upon invitation if relevant for CanSOR to attend
- Attend Annual General Business Meeting at spring meeting
- Assist with abstract selection for the spring meeting at the request of the Director of Research
- Assist with abstract selection for the fall meeting at the request of the Director of Research
- Assist with selection of grant recipients at the request of the Director of Research
- Assist with selection of recipient of best resident presentation at the spring and fall meetings at the request of the Director of Research

Qualifications:

- Willingness, availability and commitment to fulfill the responsibilities outlined above
- Working as a clinician and researcher and/or educator at a Canadian institution in Surgical Oncology