



Document	<b>CSCC Division: Public Outreach</b>
Category	<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Terms of Reference <input type="checkbox"/> Discussion Draft <input type="checkbox"/> Working Document <input type="checkbox"/> Legal/Organization
Dates	Last Updated: Last Approved: Schedule for Next Review: _____
Responsibility	<input type="checkbox"/> Education & Scientific Affairs <input type="checkbox"/> Professional Affairs <input checked="" type="checkbox"/> Public Outreach <input type="checkbox"/> Publications <input type="checkbox"/> General Council Affairs <input type="checkbox"/> Head Office <input type="checkbox"/> Executive Committee <input type="checkbox"/> Committee/SIG/Other: _____
History	Revised September 9 2022



## **SECTION 6 PUBLIC OUTREACH DIVISION**

### **CONTENTS**

1. Terms of Reference
2. Committees, Working Groups, and Special Interest Groups
3. Appendices
  - Appendix A: Terms of reference and related documents for the committees, working groups and special interest groups of the CSCC Public Outreach and Communications Division
    - a. EPOCC

## 1. TERMS OF REFERENCE

### Purpose

The Division is responsible for all aspects of public outreach related to the field of Clinical Chemistry including identifying, recognizing, and initiating effective avenues for engaging the public in the profession and demonstrating the value of Clinical Chemistry in the healthcare system.

### Structure

1. The Division shall be composed of committees, working groups (WGs) and special interest groups (SIGs) as applicable. At the discretion of the Division Head, and with approval from CSCC Council, committees are established in areas of long-term interest to the CSCC. WGs are established in focused areas and may be disbanded after the work has been completed. Currently, the Education and Public Outreach (Clinical Chemistry) Committee falls under this division.
2. The Division Head is elected by CSCC membership. The term of office of the Division Head shall be three years and, subject to review, is renewable once.
3. The Division Head appoints the Chairs of committees and WGs, where applicable, or may be the Chair of the committee or WG. CSCC Council will be notified of all appointments. An appointment may be subject to ratification by CSCC Council when a conflict of interest is declared by the Division Head. SIG Chairs are appointed by SIG members.
4. All committees and WGs shall have their own Terms of Reference (TOR). The term of office of committee Chairs shall be 3 years and renewable once, unless a suitable candidate cannot be identified for subsequent terms. The term of office of WG Chairs shall be determined according to the task and the TOR of the WG. The terms of office of the Chairs within the Division should be staggered so that not all the Chairs are renewed in the same year. SIGs all share the same standard TOR, and Chairs do not have a limit on their terms of office. SIGs must submit an annual report to remain active.
5. Committee and WG Chairs appoint their members, including Vice Chairs and members at large. The terms of office of Vice Chairs and members at large shall be according to the TOR of the committee or WG. SIG members are self-appointed based on interest and do not have limits on their terms of office.
6. The Division Head will work with one or more Councillors to support and coordinate the work of the Division.

## **Manner of Conducting Business**

1. The Division Head shall coordinate and/or support the activities of the committees, WGs and SIGs.
2. The Division Head will work with the Chairs of the committees, WGs and SIGs to develop annual goals, budget, etc. as appropriate. Chairs will inform the Division Head if agreed-upon goals cannot be attained. Members of the Division are expected to actively contribute in a timely fashion on matters and policies of the Division as appropriate.
3. The Division Head shall meet with the Chairs of the committees, WGs and SIGs by conference call / video conference as necessary. Business may also be undertaken by other manners of correspondence (e.g. email).
4. The Division Head and the Chairs of the committees, WGs and SIGs shall liaise with other CSCC Divisions as required.
5. When CSCC Council identifies a task consistent with the mandate of the Division, the task shall be referred to the Division Head. The Division Head then will assign the task to an appropriate committee, WG or SIG within the Division. If an appropriate committee, WG or SIG does not exist, the Division Head will initiate its formation in order to carry out the task.
6. Chairs of committees and WGs will provide written reports to the Division Head prior to each CSCC Council meeting. SIGs must submit an annual report to the Division Head prior to the annual CSCC conference. The Division Head will report to CSCC Council on behalf of the Division at each CSCC Council meeting.

## **Budget**

1. The Division Head, along with the Chairs of the committees and WGs, shall develop a budget request for the Division and its activities. The Division Head will submit this to the CSCC Treasurer and/or CSCC Council for incorporation into the budget proposal to CSCC Council. Budgets are approved by CSCC Council on an annual basis. Unspent funds will not be carried over from year to year unless approved by CSCC Council.
2. The Chairs of the committees and WGs shall authorize approved budget expenses for their groups. The Division Head shall review non-budgeted expenses and forward them to the CSCC Treasurer for approval.
3. No funds are allocated to SIGs. Should a need for funds for a special project arise, a request must be made to CSCC Council outlining the purpose and budget required for the project.

## **Decisional Authority**

1. The Division Head has the authority to make decisions on behalf of the Division. When appropriate, this will be after discussion with the Chairs within the Division. Consensus of opinion shall be sought whenever possible. Any unresolved disagreements in decision will be brought before CSCC Council.
2. The Division Head shall assess requests for sponsorship or support of non-CSCC meetings according to the Policy on Sponsorship / Support for non-CSCC Meetings and make a recommendation to Council. The Division Head will seek feedback and information from a Councillor and/or the appropriate Committee and/or Working Group, as appropriate.

## 2. COMMITTEES, WORKING GROUPS AND SPECIAL INTEREST GROUPS

The information in this section was current at the time of writing (August 2021).

### COMMITTEES

Name	Active / Inactive	Chair / Co-Chairs	Vice-Chair
EPOCC	Active Jan2021 (COVID pause 2020)	Division Head	n/a

**Appendix A: Terms of reference and related documents for the committees, working groups and special interest groups of the CSCC Public Outreach Division**

The information in this section was current at the time of writing (January 2021).

**a) EPOCC – Terms of Reference – 2020**

## EDUCATION AND PUBLIC OUTREACH (CLINICAL CHEMISTRY) COMMITTEE

### Committee Structure and Operation

#### The EPO(CC) committee is a social and public engagement group tasked with

- Identifying, recognizing, and initiating:
  - a. Effective avenues for engaging the public in meaningful discourse on clinical chemistry and laboratory medicine
  - b. Ways to demonstrate the value of laboratory medicine within patient care pathways and to the public.

#### This will be accomplished by:

- Developing relationships with Canadian media outlets to provide timely comment on health issues that arise involving laboratory medicine (i.e. “lab tests”)
- Developing communication training forums for trainees to educate the next generation of clinical chemists with communication skills that effectively engage the public
- Recognizing and celebrating those members of the Canadian Society of Clinical Chemists (CSCC) who lead in EPO(CC) (e.g. via blogs, social media, etc.)
- Leveraging social media and web-based resources to increase the presence of CSCC
- Initiating and providing support for articles and public lectures related to clinical chemistry and laboratory medicine

### Core Members

#### Core committee members will include each of the following:

- Full and/or student members of the CSCC, in good standing.
- Division Chair of the CSCC POCD Division, who shall act as Chair.
- One member of the organizing committee of the upcoming CSCC meeting (approached yearly)
- CSCC Media Consultant (non-voting)

Members are requested from CSCC membership by Division Chair and confirmed by the Committee. Ideally, members will express a particular interest or an area where they are already active, in relation to initiatives reaching the public with information about clinical chemistry and/or the CSCC.

### Term of Core Membership

Each term will be 3 years, with opportunity to renew one time. Aim will be to retain  $\frac{3}{4}$  of members each year to ensure continuity.

### Guest Members

#### Guest members will be invited as required, and can include:

- CSCC Council members
- Representatives from other Societies or Bodies representing laboratory medicine in Canada and Internationally, as a particular initiative requires
- Clinical Representative(s)
- Other



## **Administrative Support**

Administrative support will be provided by CSCC Head Office. Minutes of each meeting are to be taken and circulated to Core Committee Members and CSCC executive. They will be stored by Head Office for 7 years.

## **Meeting Frequency:**

The Committee will meet at minimum quarterly to discuss ongoing projects (Jan/Apr/Jul/Oct). Meetings will increase to monthly or more frequently as required approaching annual June meeting. There will be one face-to-face meeting at the CSCC annual meeting.

Ad Hoc meetings may be called by the Committee Chair to manage urgent items.

## **Governance**

A quorum of 4 members will be required to hold meetings. Communications around meetings, regrets, etc. can be sent directly to each member (e.g. by phone or email).

If a member misses three consecutive meetings, or more than half within one year, they will be approached by the Committee Chair to discuss commitment and potential replacement, if appropriate.

Recommendations and decisions by EPOCC will be made by 50% plus 1 of the membership present. An email vote is acceptable. The chair shall not vote except to break a tie.

The EPOCC Division will report to the POCD.

Amendment of these Terms of Reference requires agreement by 75% of members of the Committee and the CSCC Council representative; amendments will be ratified by the CSCC Council

Original: 2018

Updated 20Dec2020 to reflect new Public Outreach Division.