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

Executive Committee Roles and Responsibilities

Updated June 29, 2019

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 program 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-Treasurer
- Co-Directors of Education (2)
- Director of Research
- Director of Media and Public Relations
- Members at Large (4)
- Fellow Representative

Application to be a member of the CSSO Executive:

Whenever there is a vacant position, the Executive Director 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.

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 Director of Research is 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 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 Director of Research is 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
• Keeps proper documentation of all By-Laws, Amendments, Membership Applications and Renewals etc.
• Send out emails as requested by the Executive Members or Society Members to the entire society
• Organizes the logistics of the Annual Spring Meeting (Reservation of the Room, food, projector and screen, A/V etc.)
• 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
• Creates the Program for the Annual Meeting and Printing etc.
• Write and circulate the Agenda and Minutes of the Meetings

*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

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 award 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
• Serve as Director of Research or Co-Director of Education for a minimum of 2-3 years
• 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, and to form a Nominating Committee

*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 Public Relations 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 year

*Responsibilities:*
- 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
- Liaise with the Director of Media and Public Relations 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
- Assist with planning of fall meeting, in particular assist the Director of Education with development of Postgraduate courses
- 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, 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 fall meeting if Executive Director is not present

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

Term:
2 years with ability to renew for an additional year

Responsibilities:
• Keeps track of Membership Renewal Payments via cheques and the PayPal account and sends reminders to the membership to renew their membership and dues
• 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
• Assist with planning of fall meeting
• Manage the Online PayPal account and liaise with the Director of Media and Public Relations to ensure adequate working function of the account so members can pay their dues online

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-Treasurer

**Role:**
Assist the treasurer as a second signing authority and assist the Treasurer to record, track and account for the finances of the society and assist with planning and execution of the annual spring and fall meetings

**Term:**
2 years with ability to renew for an additional year

**Responsibilities:**
- Keeps track of Membership Renewal Payments via cheques and the PayPal account and sends reminders to the membership to renew their membership and dues
- 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
- Assist with planning of fall meeting
- Manage the Online PayPal account and liaise with the Director of Media and Public Relations to ensure adequate working function of the account so members can pay their dues online

**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 year

**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 mock oral examination at the 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

Qualifications:
• Willingness, availability and commitment to fulfill the responsibilities outlined above
• Serve as Secretary, Treasurer or Director of Media and Public Relations 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

Director of Research

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 year

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
• Obtain MOCOMP/CME accreditation for spring meeting

Qualifications:
• Willingness, availability and commitment to fulfill the responsibilities outlined above
• Serve as Secretary, Treasurer or Director of Media and Public Relations 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

**Director of Media and Public Relations**

*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 year

*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 planning the spring meeting and 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 PayPal account for membership payment  
• Liaison with the Executive Director to help with regards to Registration to the Annual Meeting online as well as Online Payment and Annual Renewal or Application for membership to the Society  
• 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  
• Plan the CSSO Annual Dinner (Thursday and Friday night) at the Spring Meeting  
• 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:**
One year after which time they can decide to continue the term for an additional year or step down, for a total of 2 years.

**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

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 Public Relations with the dinners at CSSO and SSO

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