

**SURGICAL ONCOLOGY NETWORK  
EXECUTIVE FINANCE COMMITTEE  
TERMS OF REFERENCE**

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**PURPOSE**

The Executive Finance Committee was formed March 2007 and is a sub-committee of the SON Council Executive. It is comprised of the Chair of the SON and three Vice-Chairs, who are also the Chairs of the SON's three committees: Clinical Practice, Continuing Professional Development & Knowledge Transfer, and Research and Outcomes Evaluation. The financial planning of SON activities within the annual operating budget is under the direction of the Executive Finance Committee. Funds will be allocated to the three Committees based on the planned activities for the year. The Executive Finance Committee is also responsible for setting the SON's remuneration policy.

**ROLES AND RESPONSIBILITIES**

**Committee**

- Balance SON budget and approve allocation of funds to Committee activities.
- Approve expenditures for Clinical Practice, Continuing Professional Development & Knowledge Transfer, and Research & Outcomes Evaluation Committees and Surgical Tumour Groups.
- Conduct annual review of SON remuneration policy and revise as needed.

**Chair**

- Oversee Executive Finance Committee.
- Provide strategic oversight on budgetary issues and liase with BC Cancer Agency and PHSA leadership regarding financial operations of SON.
- Meet regularly with Surgical Oncology Network Manager.

**MEMBERSHIP**

**Chair**

The Chair is the Chair of the SON and is also the appointed Leader of the Provincial Surgical Oncology Program at the BC Cancer Agency.

**Vice-Chairs**

- Chair, Clinical Practice Committee
- Chair, Continuing Professional Development & Knowledge Transfer Committee
- Chair, Research and Outcomes Evaluation Committee

## **LENGTH OF TERM**

Chair is appointed for an initial term of 5 years, which is the term of the Leader of the Provincial Surgical Oncology Program at the BC Cancer Agency.

The Vice-Chairs are appointed for an initial term of up to 3 years with the possibility of renewal for 2 years, which is the term of the Committee Chairs. The Committee Chairs are recommended by the Surgical Oncology Council and approved by the Council Executive.

## **SCHEDULE OF MEETINGS**

The Executive Finance Committee will meet in January, April and September of each year or at the call of the Chair.

## **QUORUM**

Fifty percent (50%) plus one.

## **REPORTING**

### **Surgical Oncology Council Executive**

The Chair, or designate, will provide a verbal report at each Council Executive meeting. Printed materials will be circulated as required.

### **Surgical Oncology Council**

A written report on SON activities will be circulated annually to the Surgical Oncology Council in conjunction with the annual meeting.

## **SUPPORT STAFF**

The Manager of the SON will meet with the Executive Finance Committee Chair and Program Assistant to schedule meetings and prepare meeting agenda and materials. The Manager will provide regular updates to the Chair and Executive Finance Committee on budget status. The Program Assistant will provide administrative assistance including scheduling meetings, recording minutes, updating the website with information as needed.

**TERMS OF REFERENCE REVISED AND APPROVED:** April 2007

## **CURRENT MEMBERS**

- Dr. Dianne Miller, Acting Chair, Surgical Oncology Network
- Dr. Carl Brown, Chair, Research & Outcomes Evaluation Committee
- Dr. Rona Cheifetz, Chair, Continuing Professional Development & Knowledge Transfer Committee
- Dr. Noelle Davis, Chair, Clinical Practice Committee