



## Terms of Reference

### 1. Purpose

The purpose of the CSN Community Nephrology Committee is to enhance engagement of community nephrologists in CSN activities. The Committee will also focus on broader membership engagement strategies, with the aim of increasing the number of early career nephrologists that join and remain with the CSN.

### 2. Frequency of Meetings & Attendance

Full committee meetings will be held every 3-4 months via teleconference, including one face-face meeting per year scheduled around the CSN Annual General Meeting if it coincides with the meeting schedule. (i.e., ~3 total meetings per year).

Committee members should make every effort to attend all meetings, and at a minimum, are expected to read through material and meeting minutes and provide feedback to Chair/Vice-Chair.

Attendance will be monitored by the CSN administration.

### 3. Governance

A quorum for a meeting is constituted by a simple majority, with at least 50% + 1 of the Committee members are present either in person (when applicable) or by video/teleconference. A meeting can only proceed, and decisions can only be made, if the quorum is met. If the quorum is not met, the meeting may be adjourned and rescheduled.

All members on the Committee are voting members, except administrative staff, ad hoc members and/or guests. The result of any vote on a change in major policy or procedure requires subsequent discussion and approval by the CSN Officers.

#### Voting Procedures:

- Decisions shall be made by a simple majority vote of the members present, unless otherwise stated.
- Each member shall have one vote. In the case of a tie, the Chair shall cast the deciding vote.
- Voting can take place in person, via electronic communication, or in writing if agreed upon by the quorum.

### 4. Membership & Member Selection

#### COMMITTEE CHAIR:

The Chair is a member of the CSN Board of Directors, appointed by the Officers, on recommendation of the previous CSN Community committee Chair and other members of the CSN Officers, for a 3-year term. The Chair may serve for no more than two (2) consecutive terms. On behalf of the CSN Community committee, the Chair will be in close communication with the CSN President and/or other Officer members throughout the year.

Aside from the Chair, the other members will include:

- Vice-Chair
- Past-Chair
- At least four (4) more CSN members from the general membership representing different regions of Canada

All members should be CSN members in good standing, apart from patient and non-physician providers, should they be part of the committee.

Expressions of interest will be called for to fill missing roles and whenever a vacancy presents. Specific skill sets will be posted to reflect the needs of the committee, considering geographic representation, gender balance, and upholding equity, diversity, and inclusion. Appropriate candidates will be appointed by the Chair and/or President of the CSN, with a commitment to creating a diverse and inclusive environment that reflects the broader community we serve.

Role	Selection Criteria	Term Limit
<b>Chair</b>	Served at least one term on Community Nephrology Committee, proposed by outgoing Community Nephrology Chair and determined by committee consensus.	<i>3 years, 2 term limit</i>
<b>Vice-Chair</b>	Appointed by the Community Nephrology Chair and selected from open call to committee members. Prior serving Community Nephrology Committee member for two (2) years or longer.	<i>3 years, 2 term limit</i>
<b>Past-Chair</b>	After term as Chair, individual will move automatically to Past-Chair role for a 1-year term.	<i>1 year, 1 term limit</i>
<b>Emeritus Member</b>	In this non-voting advisory role, past chairs will contribute to discussions and committee activities.	<i>1 year, no term limit</i>
<b>Member(s)</b>	CSN members in good standing.	<i>3 years, 2 term limit or unless vacancies exist and continued active involvement</i>

**All committee members must be active members of CSN if they have voting privileges.**

## 5. Responsibilities

### a. Chair

The Chair is responsible for the following:

- Chairing all Committee meetings.
- Consulting with CSN Administration to draft/distribute meeting agendas and minutes.
- Reporting to the CSN President/Officers through sharing of all meeting minutes and documents.
- Preparing an annual report for presentation to the CSN Board and the CSN membership at the Annual General Meeting.

- Preparing progress reports for publication within CSN newsletters as requested by the CSN President or CSN Director of Operations.
- Facilitating consensus building amongst CPGC members.
- Report all potential conflicts by any Committee member to the CSN Admin Office – Director of Operations, who manages and reviews the conflicts with the CSN Officers.

#### **b. Vice-Chair**

The Vice-Chair is responsible for the following:

- Performing duties as delegated by Chair.
- Acting as proxy for Chair in their absence
- Disclosing any potential conflicts of interest to the Chair.
- Performing all duties of Committee member (see below).

#### **c. Committee Members**

Members are accountable for contributing to the effectiveness of the committee by:

- Disclosing any potential conflicts of interest to the Chair.
- Liaising with CSN members to assist with information dissemination.
- Completing action items as assigned.
- Actively participating in all meetings; being open, honest, and transparent; discuss matters respectfully and professionally and being open to other member's ideas and perspectives to work together to advance the purpose/mandate of the Committee.
- Participating in at least 70% of meetings, barring extenuating circumstances.

*Membership will be reviewed if participation does not meet terms of reference criteria.*

#### **d. CSN Administration**

The CSN Administration is responsible for the following:

- Providing administrative support for meeting organization and meeting minute taking.
- Working closely with the Chair and Vice Chair.

### **6. Emeritus Committee Member**

The Emeritus Committee Member designation is an honorary status granted to former Chairs of the Committee who have demonstrated significant contributions and exemplary service. This role allows for the continued involvement of experienced leaders, providing historical knowledge, mentorship, and strategic guidance to current committee activities.

#### **Responsibilities**

- Serve as an advisor to the Committee, offering insights based on prior experience and institutional knowledge.
- Participate in committee meetings as requested, providing input on key discussions and decisions without assuming active project or task responsibilities.
- Engage in strategic discussions to support the committee's goals and objectives.

**Voting Rights**

Emeritus Committee Members are non-voting members of the committee. Their input is valued in deliberations, though their participation in formal votes is limited based on the committee's requirements.

**NOTE:** *If an Emeritus individual wishes to have voting rights, approval must be reached by Committee consensus and would apply for the individual's duration on the Committee.*

**Meeting Attendance**

Emeritus Committee Members are encouraged, though not required, to attend all scheduled committee meetings. Their attendance is at the discretion of the committee Chair and may be requested for meetings where their expertise and historical perspective would be beneficial.

**Exclusion from Membership Cap**

Emeritus Committee Members are honorary participants and, as such, are not counted within the maximum number of committee members allowed under the TOR. This designation ensures the committee retains sufficient capacity for active roles.

**7. Funding**

The CSN Community Nephrology Committee has no direct responsibility for fundraising to support its events. The CSN Officers will be responsible for securing funds to allow the CSN Community Nephrology committee to perform their responsibilities.

**8. Approval Date**

*Approved by the Community Nephrology Committee | 05NOV24*