

Policy Statement



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TROG Cancer Research Spokesperson Policy

Document Number: TPS C19

Version: 1

Effective date: 22 May 2020

Number of pages: 3

Summary: The aim of this policy statement is to outline the TROG Spokesperson guidelines adopted by TROG Cancer Research

Author: TROG CEO

Applies to: Parties wishing to partake as spokesperson on behalf of TROG Cancer Research.

Approved by: TROG Board of Directors

Execution date: 20 May 2020

Revision Chronology: Version 1

TROG Spokespersons: Nomination Process and Guidelines

1 SPOKESPERSON DEFINITION

A TROG Cancer Research Spokesperson is a person who speaks as the representative of TROG, who highlights the position of the organisation and supports both the goals and vision of TROG.

This may include:

- Representation on national and international groups and committees
- Involvement in clinical practice guideline development (with the guideline to be endorsed by TROG)
- Engagement with government, key stakeholders and other relevant groups.

2 SCOPE OF POLICY

This policy applies to the Board Directors, members (full or affiliate) and employees of TROG Cancer Research. Spokesperson roles covered by this policy include: TROG Committees, Spokespersons, Clinical Practice Guideline Authors (if seeking TROG endorsement of such guidelines) and external Chairperson roles.

3 SPOKESPERSON ELIGIBILITY

To be eligible to be nominated for a TROG Cancer Research Spokesperson role (either internal or external) the nominee must be a Board Director, member (full or affiliate) or employee of TROG Cancer Research.

4 SPOKESPERSON SELECTION PROCESS

TROG Cancer Research must be informed of the need for a spokesperson nominee and of the proposed nomination process. This should be actioned via an email to TROG@trog.com.au. ***The nomination process must not proceed until approval has been given by TROG Cancer Research.***

TROG Cancer Research will ensure that all willing and qualified potential nominees are considered for candidacy to TROG Committees, Spokesperson and Chairperson roles.

Internal Spokesperson Roles: For spokesperson roles that are internal to TROG Cancer Research (e.g. a Chairperson on a TROG Committee) the nomination process will be overseen by the TROG CEO, and compliant with other TROG approved policies (e.g. TROG Scientific Committee Charter).

External Spokesperson Roles: For spokesperson roles that are external to TROG Cancer Research (e.g. a TROG representative on an international clinical research group), the nomination process will be reviewed and approved by the TROG Board President.

Depending on the approved selection process for the spokesperson role there could be a number of approaches used including:

- A call for nominations to the TROG membership
- A call for nominations to a relevant sub-set of the TROG membership
- A TROG Committee or Group to put forward a nominee
- The nomination to be made by the TROG Board President
- A nomination made by an external organisation to a specific individual to be approved by the TROG Board President.

TROG Cancer Research must be informed of the need for a spokesperson nominee and of the proposed nomination process. This should be actioned via an email to TROG@trog.com.au. The nomination process must not proceed until approval has been given by TROG Cancer Research. The TROG Board President must approve all nominations for TROG representation on an external committee or group.

5 ESSENTIAL CRITERIA FOR SPOKESPERSONS

It is important to ensure that TROG Cancer Research selects suitable candidates as spokespersons. Such candidates should meet the following essential criteria:

- Have knowledge about issues, activities or items that concern TROG Cancer Research
- Have familiarity with TROG Cancer Research vision and strategic direction
- Have authority, not only because of their position, but in respect of TROG Cancer Research attitudes, to provide reactions and opinions on certain issues related to the specific spokesperson area of expertise
- Credibility in that the person making the comments is also informing others of and deciding on TROG Cancer Research's policy within the context of expertise required for the specific spokesperson role.

6 EXTERNAL SPOKESPERSON REQUIREMENTS

For external spokespersons, there will be a requirement for the spokesperson to report at least once per year to TROG Cancer Research. This annual report may involve a review of the spokesperson appointment going forward.

For external spokesperson roles, any conflicts of interest will be resolved by the TROG Board President.