



# Canadian Arthroplasty Society Société canadienne d'arthroplastie

## Terms of Reference

### **Mission:**

The mission of the Canadian Arthroplasty Society (CAS) is to advance the development and dissemination of knowledge, clinical and translational research, and promote evidence-based practices in hip and knee arthroplasty in Canada.

### **Executive Committee:**

The Executive Committee oversees the order and structure of the CAS, as well as implements the Association's goals and objectives related to achieving its Mission.

### **Composition:**

Executive members should represent different regions and the diversity of Canadians whenever possible. Members must be CAS members in good standing.

The Executive is chaired by the President and is made up of the Past-President, President-Elect, Chair of the Research Committee, Chair of the Education Committee, Chair of the Membership Committee and Members at Large.

The Executive Committee has the power to act on the Society's behalf between business meetings. A vote of 50% plus 1 will be sufficient to pass all motions.

### **President:**

The President is nominated by the CAS membership through an open and transparent process, and is selected by the Nominating Committee. The President serves for a two-year term. Upon completion of this term, the President serves on the Executive as Immediate Past-President for an additional two years.

The President acts as the CAS Representative to the Canadian Orthopaedic Association. The President is responsible for the conduct and supervision of the business affairs of CAS during his/her term of office and serves as Chair of the Executive Committee. This includes preparing the agenda and coordinating meetings with the Executive Committee. He/she will preside over the Annual Meeting of the CAS.

### **President Elect:**

The term of President Elect is a two-year mandate beginning immediately after acceptance of the nomination. The President Elect then assumes the role of President for a two-year term, followed by the role of Past President for an additional two-year term. The President Elect serves on the Executive Committee and carries out his or her duties in collaboration with the Executive Committee.

### **Past President:**

The term of Past President is a two-year mandate beginning immediately after his or her term as President. The Immediate Past President provides advice and leadership to the CAS Executive

regarding past practices and other matters to assist in governing the Association. The Immediate Past President performs the duties of the President in the absence or disability of the President.

***Education Chair:***

The term of Education Chair is a two-year mandate. The role of the Education Chair is to assist the CAS President in developing the educational and program content delivered through CAS educational events and meetings, as well as assist the COA Annual Meeting Program Chair to ensure that appropriate arthroplasty education is included in the COA meeting's scientific program. This position also has a seat on the COA's Continuing Professional Development (CPD) Committee. The Education Chair reports to the Executive on behalf of the Education Committee. This role is filled by the previous Education Committee Vice-chair after the Education Chair cycles off his or her mandate. This transition ensures continuity of any ongoing educational initiatives.

***Research Chair:***

The term of Research Chair is a two-year mandate. The role of the Research Chair is to assist the CAS Executive and membership by supporting and promoting research amongst its members. The Chair leads the review of proposed and on-going research projects at the Annual Meeting. In addition, the Chair reviews all research surveys, projects and grants submitted to the CAS. The Research Chair reports to the Executive on behalf of the Research Committee. This role is filled by the previous Research Committee Vice-Chair after the Research Chair cycles off his or her mandate. This transition ensures continuity of any ongoing research initiatives.

***Membership Chair:***

The term of Membership Chair is two-year mandate. The role of the Membership Chair is to vet and consider candidates for CAS membership and to review and update membership criteria, policies and benefits. The Chair ensures that all CAS members meet current criteria. The Membership Chair reports to the Executive on behalf of the Membership Committee. This role is filled by the previous Membership Committee Vice-Chair after the Membership Chair cycles off his or her mandate. This transition ensures continuity of any ongoing recruitment and retention initiatives.

***Members at Large:***

The term of Member at Large is a two-year mandate at the discretion of the Executive Committee. The role of Member at Large will be delegated at the discretion of the President. The Member at Large serves as a liaison to the general membership. The role is filled by one early career surgeon, and one member from a non-academic institution. Members at Large are selected by the Executive Committee.

**Leadership Nomination Process:**

An open call for nominations is issued to the CAS membership to ensure a transparent process. The Nominating Committee votes on the selection of nominees for available positions including the presidential line.

The Executive Committee votes on selection of the Executive Member at Large positions.

Nominations for open positions are accepted from CAS Active members in good standing. Nominees must be CAS and members in good standing.

**Membership in the CAS:**

Membership is open to orthopaedic surgeons, fellows and researchers who dedicate a portion of their practice to hip and knee arthroplasty surgery. Membership applications can be submitted to the CAS Membership Committee via email per the instructions listed on the CAS web site. The Membership Committee will review the application and submit their recommendation to the CAS Executive who will then vote on the applicant. Approval is 50% plus one.

Once accepted, the new member will be invited to the next CAS meeting to present a paper at which time his/her membership will become official.

- **Active Membership** - Obtained certification by the Royal College of Physicians and Surgeons of Canada or equivalent qualification as accepted by the Association. Practices full-time orthopaedic surgery in Canada – Annual Dues \$100
- **Affiliate Membership** - Researchers, other allied health care professionals practicing in Canada or Royal College certified orthopaedic surgeons practicing outside of Canada who dedicate a portion of their practice and research to hip and knee arthroplasty - Annual dues \$30
- **Associate Membership** - Orthopaedic arthroplasty fellows training in Canada – No annual dues
- **Honorary Membership** - Retired from active practice or international orthopaedic surgeons who are elected directly to Honorary Membership (3/4 vote) by the Executive Committee. These surgeons must have made notable contributions in the view of the CAS to the understanding or treatment of hip/knee arthroplasty. - No annual dues

Only Active and Affiliate members can hold office, vote, propose new members or attend business meetings.

#### **Maintenance of Membership:**

- Membership will be maintained by attending at least one CAS Annual Meeting every three years.
- In the event a member cannot meet the attendance requirements, the member can apply for a 1-year extension to the Membership Committee, where a decision will be made on a case-by-case basis.
- Members must be in good standing with annual CAS membership fees.

#### **Committees:**

- The CAS governance structure also includes the following committees: Education, Research, Membership & Nominating.
- The goal of the committees is to facilitate active membership participation to further the CAS objectives and achieve its Mission.
- Committees will be composed of CAS members in good standing who apply or are nominated for a position of interest.
- Each committee will have a Chair, a Vice- Chair and at least one other member.
- The Chair, Vice-Chair and additional committee member positions will be selected by the Nominating Committee from interested applicants and nominations put forward by the membership. The Chair and Vice-Chair will also nominate candidates as additional committee members for consideration by the Nominating Committee.
- In the event of inadequate numbers or diversity (gender, race, ethnicity, culture, age, geography, practice setting) of applicants, the Nominating Committee may directly approach its members for committee participation.
- The term for committee members is two years with the option to renew for a second term.

The role of each committee is as follows:

#### ***Education Committee:***

The Education Committee consists of a minimum of three active members, with appropriate representation and diversification.

- Assist the CAS President in developing the educational and program content delivered through CAS educational events and meetings
- Create the arthroplasty program at the COA Annual Meeting
- Create and organize new educational programs for CAS members
- Organize Rounds for fellows
- Develop practice guidelines
- Produce products for physician/patient education

#### ***Research Committee:***

The Research Committee consists of a minimum of three active members, with appropriate representation and diversification.

- Review requests for research proposals submitted to CAS
- Review requests for survey distribution to CAS membership
- Develop and promote research collaborations between sites
- Vet and organize the CAS research meeting at the Annual Meeting

***Membership Committee:***

The Membership Committee consists of a minimum of three active members, with appropriate representation and diversification.

- Review new applications and make recommendations for membership to the Executive Committee
- Review membership criteria, policies and benefits of CAS membership to ensure they are relevant and current
- Develop recruitment and retention initiatives
- Foster diversity and inclusion among CAS members and representation

***Nominating Committee:***

The Nominating Committee consists of an active member representative from each of the Canadian regions and is chaired by the CAS Immediate Past President. The Chair will also represent his or her region. Members of the Nominating Committee have a two-year term and are nominated by the general membership during the CAS business meeting. The membership consists of the following representatives:

- Chair (as Past President)
- Atlantic Rep
- QC Rep
- Prairies Rep
- Ontario
- BC Rep

**Annual Meeting:**

- In general, the CAS' intention is to hold the Annual Meeting approximately once every twelve to eighteen months.
- In principle, part or all of the Annual Meeting should be limited to CAS members.
- The business and research meetings of the CAS are held during the Annual Meeting and do not conflict with scientific programming.