



# **Manual of Policies and Procedures**

**2024-25**

In accordance with the Strategic Bridging Plan

# Our Mission

To be the recognized Canadian authority on pelvic health for women, supporting provider excellence and standardization in care



# Our Vision

We see a future where a multidisciplinary community of providers has standard training and access to the best information to collaboratively deliver excellent pelvic floor healthcare in Canada

# Our Values

- **Respect:** We appreciate our differences and create a safe space for each person to come to the table
- **Community:** We are better together and recognize the importance of sharing our time, expertise, and support
- **Evidence Driven:** We are committed to pushing boundaries and driving research to evolve evidence based care
- **Change Makers:** We are determined to improve the injustices chronically experienced in female pelvic health
- **Patient Centred:** We are passionate about female pelvic health and the difference we can make in patients' symptoms and quality of life

## 2024-2025 CSPM Strategic Bridging Plan

Mission: To be the recognized Canadian authority on pelvic health for women, supporting provider excellence and standardization in care

Our focus is to shore up our operations and get ready to take on bigger initiatives in 2025.

### Key Objectives

#### Improve Operations

#### Engage Members

#### Pursue Sub Specialty Recognition

#### Increase Funding

### Initiatives

- Secure additional admin/operational support
- Board governance training
- Improve board/ committee work
- Engage young members
- Create organizational system and file repository

- Update website
- Improve networking opportunities at Annual Meeting
- Provide educational opportunities for members
- Mentor early career researchers
- Engage members on collaborative research

- Continue to work with the Royal College on this objective
- Initiate standardization of research/clinical curriculum for fellowship
- Continue to work on standardization of training for pelvic physios

- Create a Finance committee
- Look for other funding possibilities
- Build relationships with industry

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**Board Attendance Policy**

*Approved May 27, 2024*

Board members are expected to attend all scheduled board meetings. Following more than 2 unexcused absences, a board member may be asked to step down from their position.

## **Conflict of Interest Policy**

*Approved March 24, 2025*

*Principles, policies, and procedures for managing conflicts of interest*

### **APPLICATION**

This Policy applies to all CSPM Directors and Officers (Board) and to all Committee Chairs, Committee Members, and CSPM staff. Its purpose is to protect the interests of CSPM by preventing:

1. personal benefits from influencing CSPM organizational decision-making;
2. industry or professional associations from exerting undue influence on the CSPM.

### **DEFINITIONS**

CSPM entities: any and all groups of CSPM members organized within the structure of the organization for a specific purpose. Entities include but are not limited to: the CSPM Board, CSPM Committees, and other groups within CSPM such as ad hoc committees, task forces, guideline panels, and all other potential special interest groups.

COI committee: the CSPM Conflict of Interests committee is comprised of the CSPM Nominating Committee, which is appointed by the CSPM President and usually consists of three to five senior members (not Board Members) with the CSPM Past-President serving as an ex-officio (non-voting) member.

Conflicts of interests: Conflicts of Interests (COI) are circumstances that occur when an aspect of an individual/organization influences or conflicts with, or appears to conflict with, one or more competing individuals/organizations in a manner that produces or may produce detriment to one of the competing individuals/organizations.

Ineligible company: any company whose primary purpose is the producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients (including but not limited to pharmaceutical or device manufacturers/ distributors).

### **PRINCIPLES AND POLICIES**

1. CSPM recognizes that professionals involved in policymaking, research, education, standard-setting, fundraising, outreach, and other activities for a professional organization may be subject to COIs. Conflicts of Interest occur when an aspect of our personal and/or professional life influences or conflicts with the decisions we make on behalf of CSPM, or appears to do so.
2. CSPM recognizes that there may be financial conflicts of interests and/or intellectual conflicts of interests.

3. Prior to participating in CSPM programs, all CSPM members must make full disclosure of non-CSPM relationships that may be related in any way to the healthcare industry or competing professional organizations, and which may in any way create, or may be perceived to create in any way, COIs with their CSPM activities, presentations, or publications.
4. Non-CSPM interests are defined as follows:
  - A. Affiliation -- Membership on the Board of Directors, holding an office, chairing a committee, editorial position, or status as a paid employee or paid or non-paid consultant in any proprietary interest producing health goods or services, including health publishing, internet or e-commerce.
  - B. Ownership -- Personal or family holdings in any commercial entity, including any publishing, internet, e-commerce or other business enterprise that provides healthcare products or services related to CSPM activities.
  - C. Compensation -- Support or income from commercial or other sources, including any publishing, internet, or e-commerce enterprises, related to healthcare or to CSPM activities. Income includes stock options in, royalty arrangements with, dividends from the commercial entity, honoraria for speaking engagements (exclusive of reimbursable travel costs), or in-kind payments within the past twelve months.
5. Conflicts of interest, which must in all instances be disclosed by a CSPM member, are those private or institutional interests that may under some circumstances compete or conflict with primary duties owed by the member to CSPM. These COIs may include:
  - A. Personal or family financial interests;
  - B. Professional or business interests of a non- CSPM institution;
  - C. Duality of interest from employment, membership on the Board of Directors, or existence of any fiduciary relationship with any non- CSPM entity. Such interest may include membership on a scientific advisory panel or other scientific or medical committee; ownership of stock; receipt of honoraria or consulting fees; receipt of financial support or grants for research or for travel on behalf of the other entity; or ownership of a patent or another intellectual property rights in any drug, device or product related to urogynecology.
6. All disclosures of COIs should be sufficiently transparent to allow CSPM members to understand the impact on CSPM of such conflicts of interests, the presence of bias in opinions or recommendations, or the necessity for the conflicted individual to recuse himself or herself from a CSPM responsibility or activity.
7. No individual vested with authority to speak or take formal position on behalf of CSPM shall assume a role with any competing or unaffiliated organization or entity that may be regarded as in competition with CSPM without knowledge and express consent of the CSPM Board.
8. No individual vested with authority to speak or take formal position on behalf of CSPM may endorse any commercial product related to urogynecology.
9. Any CSPM officer or other individual vested with authority to speak for or otherwise represent CSPM shall not simultaneously represent competing private commercial entities, institutions, or enterprises; shall not make public statements contrary to any position or policy of the CSPM; and shall divest themselves of any duality of interests or representation

10. Individuals who are part-time or full-time employees of ineligible companies (pharmaceutical or device manufacturers or other commercial entities) may not serve on any of the CSPM entities (including the Board, Committees and other special interest groups), may not attend meetings nor participate in discussions of the CSPM Board of Directors or any other CSPM entity (including Committees and special interest groups), unless permitted by special action of the CSPM COI committee and approval by the CSPM Board.
11. Disclosure Period for Conflicts of Interest: Conflicting interests such as affiliations, ownership, compensations or other fiduciary positions in non-CSPM organizations which existed in the 12 months prior to a person assuming a role with CSPM must be disclosed.

The disclosure records of all individuals in any position in any CSPM entity must be provided and reviewed prior to the appointment of the position by the COI Committee and shared with the Board of Directors and relevant committee chairs. Disclosures must be updated annually for the duration of the position. This applies to the following:

- President
- President Elect
- Immediate Past President
- Secretary
- Treasurer
- Western Director at Large
- Eastern Director at Large
- Western Allied Health Director at Large
- Eastern Allied Health Director at Large
- Committee Chairs, co-Chairs, Subcommittee Chairs
- International Advisory Board representatives
- Special Interest Group Chairs or Writing Group Members
- Committee Members (Education, Finance, Knowledge Translation, Nominating, Research and Development, Scientific)
- CSPM Staff
- Any consultants\* or advisors\* to CSPM or any of its entities

*\*These include individuals active within CSPM whose roles, duties, or relationships are significant in education, research, or formulation of guidelines or treatment options, or who may otherwise be (or assumed by others to be) in a position to affect or influence medical care, product selection or use, health policy, coding or reimbursement.*

For the term of their position or office, these individuals must promptly disclose significant relationships with ineligible companies (see definition above), including:

- Any governance role (e.g. President, CEO, CMO, etc.) or direct employment with an ineligible company;
- Any role as consultant or advisor (including advisory board) to an ineligible company;
- Any role as paid lecturer or paid attendee at an ineligible company event;
- Any other role that could be perceived as a COI.



Upon appropriate disclosure review by the COI committee, these individuals may, during their term of office, be allowed to:

- act as a consultant or advisor (including advisory board) to an ineligible company;
- act as a paid lecturer or paid attendee at an ineligible company event;
- maintain current investments in pharmaceutical and/or device stocks;
- participate in institutional or individual research;
- serve as an officer or Board member of a CSPM Affiliate Society, unless deemed to be a substantial conflict to the CSPM.

In addition to annual disclosure and review by the COI committee, these individuals should identify their COI to the CSPM Board and recuse themselves from conversations, decisions or voting pertaining to issues they are in direct conflict with during ongoing Board meetings.

These individuals may NOT, during their term of office:

- in any way officially represent or serve as officers or members of the governing board or serve as committee chairs of related professional associations in which the principal interests include urogynecology, such as (but not limited to) the International Continence Society (ICS), the American Association of Gynecologic Laparoscopists (AAGL), the American Urogynecologic Association (AUGS), and the European Urogynecological Association (EUGA).
- serve as expert witnesses (for either plaintiff or defendant) in medical liability cases if CSPM has a direct and substantial interest, if CSPM is a named party to the litigation or if CSPM may be adversely impacted by the outcome of the litigation (this applies to new cases only, after term of service commences) unless the participation is specifically authorized or requested by the CSPM COI Committee and Board.
- serve as an editor-in-chief of a peer-reviewed journal that may be regarded as in competition with CSPM without knowledge and express consent of the COI committee.
- serve as leader, spokesperson or presenter in an ineligible company promotional/marketing event held during CSPM sponsored events such as workshops or annual scientific meetings

## PROCEDURES FOR DISCLOSURE AND RESOLUTION OF CONFLICTS OF INTERESTS

Specific issues arising within any of the CSPM entities, or disclosure questions facing one or more individuals and involving potential COIs, should be referred to the CSPM COI Committee for consideration and decision or recommendation. Those questions and answers may be posted – without identifying information – on the members only section of the CSPM website or otherwise made available to guide others under similar circumstances.

### 1. Options for Resolution of Conflicts of Interests

- A. Recusal of conflicted individual from committee discussion and vote on conflicting item

- B. Divestiture by conflicted individual of financial or intellectual interest in conflicted item
- C. Dismissal or resignation of conflicted individual from membership in the CSPM entity in which the conflict of interest exists
- D. Resignation or termination of CSPM membership
- E. Any one or combinations these resolutions may be used to eliminate a conflict of interests

2. Routine Procedures

- A. All elected members of the Board of Directors; chairs and members of standing and ad hoc committees; editors, sub-editors and contributors to and reviewers of CSPM publications and educational activities; and consultants must:
  - a. Present annual COI to the Nominating Committee which will then be reviewed by the Board and will be available upon request
  - b. update the disclosure record annually or when there is a change in CSPM role or a change in disclosable outside interests or commitments. The CSPM COI Committee will review these COI disclosures annually or at more frequent intervals at the discretion of the COI Committee.
  - c. The chair of each CSPM entity shall review these COI disclosures and report any actual or potential conflicts of interests to the CSPM COI Committee (the Nominating Committee).
  - d. When a new member or chair is proposed for any CSPM entity, a review of the proposed member's COI statement must be performed prior to that member's appointment to an CSPM entity. This initial review shall be performed by the CSPM officer or chair proposing such an appointment.
  - e. The CSPM COI Committee shall review in detail possible conflicts of interests which are discovered through its annual review of COI disclosures that are registered on the CSPM website or which are brought to its attention by any CSPM member, officer or entity chair.
  - f. After careful review, the COI Committee shall then render its opinion as to whether a COI exists and, if present, define the methods required to resolve the COI.
  - g. The conflicted member will be required to take the action prescribed by the CSPM COI committee or that member will be subject to restrictions on or loss of membership in CSPM.

3. Appeal of the Decision of the CSPM Conflict of Interests Committee

- A. If a COI exists and the resolution of the conflict of interests required by the CSPM COI Committee is not acceptable to the conflicted CSPM member, that member may appeal for a

review, with or without a hearing, by the COI Committee. After such review, the COI Committee will then render its final opinion as to whether a COI exists and, if present, identify methods to resolve the COI.

- B. If the conflicted CSPM member fails to take the actions required by the COI Committee within a reasonable period of time, the COI Committee shall then advise the CSPM Board of Directors that an unresolved COI exists.
- C. If the CSPM Board of Directors is notified by the CSPM COI committee that an unresolved COI exists, the Board of Directors will determine the final resolution of that COI. The conflicted member may appeal for an additional hearing with an ad hoc committee of the CSPM Board of Directors made up of three members of the Board of Directors appointed by the CSPM President. The Board of Directors may or may not grant the conflicted member this additional hearing. If such a hearing occurs, the ad hoc committee of the Board of Directors which conducts the hearing will present its findings to the CSPM Board of Directors. The CSPM Board of Directors will determine the final resolution of the conflict of interests, with or without a hearing, and the decision of the Board of Directors will be final.

**Procedure:**

Disclosures will be collected from board and committee chairs annually, and from candidates for board and/or committee chair positions during the nomination process. The Nominating Committee shall review disclosures in accordance with the Conflict-of-Interest Policy to determine if a conflict exists and if so, how it may be resolved.

## **Endorsement Policy**

*Approved October 25, 2021*

The purpose of this policy is to:

1. provide a uniform process for reviewing and approving any document the Canadian Society for Pelvic Medicine (CSPM) is asked to or wishes to endorse (e.g., patient leaflets, clinical guidelines, etc.);
2. Provide a uniform process for CSPM to develop its own documents or guidelines and to ask other organizations to endorse.

All requests for CSPM endorsement will be forwarded to the CSPM Board. It is the responsibility of the CSPM Board to determine which CSPM Committee should initially review the document in question. Following a two-to-four-week review period, the assigned committee will make a recommendation to the CSPM Board. The recommendation options are 1) Endorse, 2) Endorse with suggested edits/rewrite, or 3) Do not endorse.

Upon receipt of the recommendation from the committee, the CSPM Board will review the document with any recommended edits from the review committee. Upon completion of review by the Board, the Board will vote to determine if CSPM will endorse the document in question.

### **Summary of Process:**

- |         |  |
|---------|--|
| Step 1: | CSPM Board determines relevant CSPM Committee to review the document in question.  |
| Step 2: | Assigned committee reviews document and provides recommendation to CSPM Board to 1) endorse, 2) endorse with suggested edits/rewrite, or 3) not endorse. |
| Step 3: | CSPM Board reviews document in question and considers recommendation from committee.   |
| Step 4: | CSPM discusses recommendation, edits, and votes to 1) endorse, 2) endorse with suggested edits/rewrite, or 3) not endorse.                               |
| Step 5: | CSPM Board with Office prepares and sends formal response to requestor.  |

Ideally, CSPM will be asked to endorse a document prior to its finalization such that recommended edits may be considered and incorporated (if agreed to) by the initiating organization. In the event the review committee recommends endorsement but making any edits is not possible, it is the responsibility of the CSPM Board to determine if the document will be endorsed as is.

Those who bring requests for endorsement forth are encouraged to also inform CSPM of the following:

- Will the CSPM logo be included on the final document?
- Is the document being submitted for publication? Where?
- Can CSPM post the final endorsed document on its website publicly? For members only?
- Will the document be publicly available in a printed format?
- How and where is the document distributed? What exposure does endorsing give CSPM?

## **Board Liaison & Committee Reporting Policy**

*Approved May 27, 2024*

### *Committee Liaison Role*

A Member of the CSPM Board of Directors will be appointed by the board to serve as the Board Liaison to the committee. The Board Liaison will provide an update to the board on a monthly basis, facilitate bidirectional and open communication between the board and the committee, and assist in resolving any challenges the committee encounters. The Board Liaison will attend regularly scheduled committee meetings and participate in all committee functions.

### *Committee Reporting*

Committee Chairs will provide a report on an annual basis for board review and presentation at the Annual Meeting of Members. The board, at its discretion, may request interim reports based on committee needs and operations.

## **Financial Policies**

## **Cheque Signing Policy**

*Approved November 25, 2024*

The Treasurer oversees the financial management and investments for the Society and chairs the Finance Committee which is advisory to the Treasurer. In that role, the Treasurer oversees the Society Bank account and pays vendors and commitments through cheques and transfers from the Society bank account.

In order to meet best financial and auditing practices, the CSPM utilizes internal controls to ensure financial reporting and regulatory compliance. Applying the principals of internal controls to Society payments, all payments over \$3,000.00, whether made by cheque or transfer will require the approval and documentation of another member of the Finance Committee prior to payment. The secondary approval will most commonly be the Executive Director but could be any other member of the Finance Committee. Documentation will take place in the CSPM Payment ledger, that will be available for audit and will be reviewed as a standing item on the agenda of each meeting of the Finance Committee.

provide requests and recommendations to the investment manager in between Board meetings, without Board votes.

Funds may not be withdrawn from the long-term reserve fund without unanimous approval of the Board of Directors.

The Board shall be apprised of the status of the Society's investments at each Board meeting. The Board may make changes in this policy at any time.



## **Corporate Funding of CSPM Projects**

Corporate/Industry support may be sought for CSPM projects. In such cases, it is ideal to identify a funding partner and define financial terms and deliverables prior to the start of the projects. Industry may have no influence over the development process or content.

CSPM volunteers working on these projects should not have a conflict of interest with the company providing support.

In the event that a corporation wishes to use CSPM materials for distribution, education or other outreach, the corporation should be asked to approach the Board with a formal request. Each request will be considered individually, and the corporation will be asked to provide an unrestricted educational grant in the amount deemed appropriate by the Board depending on the scope of the proposed use of the materials.

## **Annual Meeting Policies**

### **TO BE DEVELOPED**

Possibly a policy about how potential local meeting planners are identified, vetted, selected, contracted and paid, what their specific policies are, memo of understanding, etc. if CSPM plans to continue hiring a local event planner for each meeting.

## **Annual Meeting Speaker Reimbursement Policy**

This policy outlines who is eligible for complimentary meeting registration, travel reimbursement/stipend, and/or hotel reimbursement. Due to a limited meeting budget, honoraria are not provided to any invited speakers.

### **Member Speaker**

Based on the assumption that CSPM members would be in attendance at their national society's annual meeting, no registration or travel reimbursement is provided to member speakers.

### **Non-Member Speaker**

Non-member speakers local to the meeting location will receive complimentary meeting registration. Since they live locally, there are no anticipated travel costs that need to be reimbursed.

Non-member speakers who are not local to the meeting location are eligible for reimbursement of travel expenses up to a maximum of \$500, 1-2 hotel nights, and complimentary conference registration. An international non-member speaker who is participating virtually is eligible for complimentary conference registration. No other reimbursements are applicable to a virtual speaker.

### **Keynote Speaker**

The invited keynote speaker, regardless of CSPM membership status, is eligible for reimbursement of travel expenses up to a maximum of \$500, 1-2 hotel nights, and complimentary conference registration.

## **Award Policy & Criteria**

*Approved May 26, 2025*

**The CSPM Award for Excellence in Female Pelvic Medicine and Reconstructive Surgery (FPMRS)** recognizes one meritorious resident from each Canadian Obstetrics and Gynecology residency program. The successful candidate has completed a program-mandated clinical rotation or equivalent in urogynecology and has demonstrated superior evidence-based knowledge, procedural skills, and a desire to pursue subspecialty training in FPMRS. Nominations are welcome from program directors at each university, and there is no CSPM membership requirement. One recipient per year will be selected from each program. The Award includes a certificate of recognition and a one-year CSPM membership. The recipients will be named at the CSPM Awards Ceremony, in session yearly during the annual scientific meeting.

## **Best Abstract Award**

### **TO BE REVIEWED AND APPROVED**

The study must exemplify an innovative approach, a rigorous methodology, an exceptional research quality, and mark a significant advancement in pelvic medicine, addressing a crucial aspect of women's health.

## **Meeting Code of Conduct**

### **TO BE DEVELOPED**

Possibly a policy about how potential local meeting planners are identified, vetted, selected, contracted and paid, what their specific policies are, memo of understanding, etc. if CSPM plans to continue hiring a local event planner for each meeting.

## **Committee Terms of Reference and Policies**

## **Education Committee Terms of Reference**

*Revised June 10, 2025*

### **PURPOSE & RESPONSIBILITIES**

The Education Committee shall serve to standardize educational objectives for urogynecology fellows and related allied health in-training, facilitate the adoption of a national curriculum, support a national matching program for fellows, enhance educational opportunities and coordinate content for continuing medical/surgical education courses to be sponsored by the Society. The Education Committee shall support the appointed CSPM working group with the pursuit and establishment of subspecialty recognition through the Royal College of Physicians and Surgeons of Canada. The Education Committee shall aid the Scientific Meeting Committee in the organization of courses and workshops offered at the Society's Annual Meeting.

The Fellows' subcommittee of the Education Committee shall serve to advance national educational interests of fellow members through coordination of events to increase interest in urogynecology, attract new recruits to the subspecialty, and organize quarterly journal clubs to update the membership on the latest and most relevant research in our subspecialty.

In light of ongoing challenges identifying internal Committee members for leadership roles, the following change to the Terms of Reference is being proposed:

In the absence of self-identified existing or incoming Education Committee members willing to take on the roles of chair or vice chair, these positions may be filled by a CSPM member external to the committee who has demonstrated interest and commitment to FPMRS education. Their appointment must be approved by the Education Committee. Once appointed, and for the duration of their term as chair or vice chair, this person will hold membership on the Education Committee.

### **COMMITTEE CHAIR – RESPONSIBILITIES & TERM**

In accordance with the CSPM Bylaws, the committee Chair is appointed by the CSPM President.

The Education Committee Chair is responsible for scheduling committee meetings, setting the agenda, and leading all committee meetings. The Chair will take minutes or designate another committee member to take minutes. Minutes will be shared with the committee and CSPM Executive Office within 1 week of each committee meeting for inclusion in the overall CSPM records archive. The Chair will be given access to the CSPM Zoom account to use for committee meetings or may use their own tele/videoconferencing account.

The Education Committee Chair shall serve a 2-year term. The term will run from January 1 through December 31 of the appointed years.

### **COMMITTEE VICE CHAIR – RESPONSIBILITIES & TERM**

The Vice Chair is appointed by the CSPM President, with input from the Committee Chair and Committee members as needed.

The Education Committee Vice Chair will act to support the Chair to ensure responsibilities are met in a timely manner, will serve as interim Chair in the absence of the Chair, recommend to the Chair individuals to serve as the next Vice Chair.

The Vice Chair will serve a 2-year term, after which they will ascend to the position of Chair.

#### COMMITTEE MEMBERS – RESPONSIBILITIES & TERM

Membership on the Education Committee is composed of the Canadian FPMRS fellowship program directors, two fellow members, and two members at large.

- When a member concludes their employment as a program director, his/her successor takes over as a member on the Education Committee.
- Two fellow representatives will serve on the Education Committee, junior and senior, each serving 2-year terms. Fellow members are selected by a vote from Education Committee members following an annual call for volunteers and are confirmed by the Board of Directors. Fellow members selected should reflect the geographic demographics of fellow membership in the society.
- Two members at large will serve on the Education Committee, each serving 2-year terms. Members at large are selected by a vote from Education Committee members following an annual call for volunteers and are confirmed by the Board of Directors. Members at large selected should reflect the geographic and allied health demographics of society membership.

Members must be prepared to be active participants in Education Committee activities, with membership automatically implying an agreement to:

- Commit to a 2-year term (chair, vice-chair, fellow members and members at large) or the duration of the term as fellowship program director.
- Respond to all requests in a timely manner, including requests to review project drafts.
- Maintain membership in CSPM during the term on the committee.
- Maintain current contact information with the CSPM Executive Office.

Member at Large terms may be renewed once. Reappointment is at the discretion of the Committee Chair and Vice Chair and is dependent on the member's previous level of activity and engagement, and the diversity of committee membership as a whole.

#### BOARD LIAISON

A Member of the CSPM Board of Directors will be appointed by the board to serve as the Board Liaison to the committee. The Board Liaison will provide an update to the board on a monthly basis, facilitate bidirectional and open communication between the board and the committee, and assist in resolving any challenges the committee encounters. The Board Liaison will attend regularly scheduled committee meetings and participate in all committee functions.

#### MEETINGS & ATTENDANCE



The Education Committee will meet as frequently as necessary to make progress on identified projects aligned with the strategic plan. The committee will meet, at a minimum, 4 times per year, either in person or via teleconference/video-conference. Committee members must attend at least one Annual Meeting every two years and must attend at least 75% of all scheduled meetings or may be asked to step down.

#### REPORTING PROCESS

The committee members report to the committee Chair, who in turn reports to the CSPM Board of Directors.

### **Knowledge Translation Committee Terms of Reference**

*Revised May 27, 2024*

#### PURPOSE & RESPONSIBILITIES

The Knowledge Translation (KT) Committee shall serve to identify opportunities to aid practitioners in delivering patient-centred, evidence-driven pelvic health care. These opportunities include distribution of society position statements, provider-directed educational courses, and patient materials to fulfill existing resource gaps. Projects may involve collaboration with one or more national and international societies. To ensure appropriate expertise in developing documents, projects may involve a call for group members outside of the committee, with the overall project overseen by the KT Committee. The KT Committee will disseminate educational resources, research, activities of all CSPM committees, and any other content pertinent to Female Pelvic Medicine and Reconstructive Surgery (FPMRS) with the larger pelvic health community through a variety of avenues, including the website and social media platforms. The KT Committee will communicate regularly with the Board and other committees to disseminate information regarding their initiatives.

#### COMMITTEE CHAIR – RESPONSIBILITIES & TERM

In accordance with the CSPM Bylaws, the committee Chair is appointed by the CSPM President.

The Knowledge Translation Committee Chair is responsible for scheduling committee meetings, setting the agenda, and leading all committee meetings. The Chair will take minutes or designate another committee member to take minutes. Minutes will be shared with the committee and CSPM Executive Office within 1 week of each committee meeting for inclusion in the overall CSPM records archive. The Chair will be given access to the CSPM Zoom account to use for committee meetings or may use their own tele/videoconferencing account.

The Knowledge Translation Committee Chair shall serve a 2-year term. The term will run from January 1 through December 31 of the appointed years.

#### COMMITTEE VICE CHAIR – RESPONSIBILITIES & TERM

A Vice Chair will be appointed by the CSPM President from existing members of the committee.

The Knowledge Translation Committee Vice Chair will act to carry out responsibilities delegated by the Chair and perform the duties and functions of the Chair when the Chair is not available.

The Vice Chair will serve a 2-year term, after which they will ascend to the position of Chair. At the time of ascension, new Vice Chair will then be appointed by the CSPM President.

#### COMMITTEE MEMBERS – RESPONSIBILITIES & TERM

Membership on the Knowledge Translation Committee is open to all interested members. Members are selected by the Committee Chair and Vice Chair following a call for volunteers and are confirmed by the Board of Directors. Membership on the committee will reflect the geographic and disciplinary demographics of society membership. The committee aims to have 5-8 members at any time. Opportunities may arise for ad hoc committee members to participate in special projects and initiatives.

Members must be prepared to be active participants in Knowledge Translation Committee activities, with membership automatically implying an agreement to:

- Commit to a 2-year term.
- Respond to all requests in a timely manner, including requests to review project drafts.
- Maintain membership in CSPM during the term on the committee.
- Maintain current contact information with the CSPM Executive Office.

Committee member terms may be renewed once. Reappointment is at the discretion of the committee Chair and Vice Chair and is dependent on the member's previous level of activity and engagement, and the diversity of committee membership as a whole.

#### BOARD LIAISON

A Member of the CSPM Board of Directors will be appointed by the board to serve as the Board Liaison to the committee. The Board Liaison will provide an update to the board on a monthly basis, facilitate bidirectional and open communication between the board and the committee, and assist in resolving any challenges the committee encounters. The Board Liaison will attend regularly scheduled committee meetings and participate in all committee functions.

#### MEETINGS & ATTENDANCE

The Knowledge & Translation Committee will meet as frequently as necessary to make progress on identified projects aligned with the strategic plan. The committee will meet, at a minimum, 4 times per year, either in person or via teleconference/video-conference. Committee members must attend at least one Annual Meeting every two years and must attend at least 75% of all scheduled meetings or may be asked to step down.

#### REPORTING PROCESS

The committee members report to the committee Chair, who in turn reports to the CSPM Board of Directors.

## **Research & Development Committee Terms of Reference**

*Revised May 27, 2024*

### **PURPOSE & RESPONSIBILITIES**

The Research & Development Committee shall support Canadian research focused on pelvic floor disorders in women through advocacy, supporting Canadian investigators, and building capacity in Canadian institutions. The Committee will catalogue pelvic floor disorders research of Canadian institutions and share this with members of CSPM. They will support current researchers through the provision of letters of support for investigators seeking research grants and will review for approval any request for a research survey involving CSPM members. The Committee shall also promote future research through building research capacity within the membership. The committee will seek to engage members through the creation of a mentorship program for early career researchers and, in alignment with CSPM efforts to gain subspecialty recognition, develop a standardized research curriculum.

### **COMMITTEE CHAIR – RESPONSIBILITIES & TERM**

In accordance with the CSPM Bylaws, the Committee Chair is appointed by the CSPM President.

The Research & Development Committee Chair is responsible for scheduling committee meetings, setting the agenda, and leading all committee meetings. The Chair will take minutes or designate another committee member to take minutes. Minutes will be shared with the committee and CSPM Executive Office within 1 week of each committee meeting for inclusion in the overall CSPM records archive. The Chair will be given access to the CSPM Zoom account to use for committee meetings or may use their own tele/videoconferencing account.

The Research & Development Committee Chair shall serve a 2-year term. The term will run from January 1 through December 31 of the appointed years.

### **COMMITTEE VICE CHAIR – RESPONSIBILITIES & TERM**

A Vice Chair will be appointed by the CSPM President from existing members of the committee.

The Research & Development Committee Vice Chair will act to carry out responsibilities delegated by the Chair and perform the duties and functions of the Chair when the Chair is not available.

The Vice Chair will serve a 2-year term, after which they will ascend to the position of Chair. At the time of ascension, new Vice Chair will then be appointed by the CSPM President.

### **COMMITTEE MEMBERS – RESPONSIBILITIES & TERM**

Membership on the Research & Development Committee is open to all interested members, but particularly those who have an interest and expertise in scientific and clinical research as it relates to pelvic floor medicine. Members are selected by the Committee Chair and Vice Chair following a call for volunteers and are confirmed by the Board of Directors. Membership on the

committee will reflect the geographic and disciplinary demographics of society membership. The committee aims to have 5-8 members at any time.

Members must be prepared to be active participants in Research & Development Committee activities, with membership automatically implying an agreement to:

- Commit to a 2-year term.
- Respond to all requests in a timely manner, including requests to review project drafts.
- Maintain membership in CSPM during the term on the committee.
- Maintain current contact information with the CSPM Executive Office.

Committee member terms may be renewed once. Reappointment is at the discretion of the Committee Chair and Vice Chair and is dependent on the member's previous level of activity and engagement, and the diversity of committee membership as a whole.

#### BOARD LIAISON

A Member of the CSPM Board of Directors will be appointed by the board to serve as the Board Liaison to the committee. The Board Liaison will provide an update to the board on a monthly basis, facilitate bidirectional and open communication between the board and the committee, and assist in resolving any challenges the committee encounters. The Board Liaison will attend regularly scheduled committee meetings and participate in all committee functions.

#### MEETINGS & ATTENDANCE

The Research & Development Committee will meet as frequently as necessary to make progress on identified projects aligned with the strategic plan. The committee will meet, at a minimum, 4 times per year, either in person or via teleconference/video-conference. Committee members must attend at least one Annual Meeting every two years and must attend at least 75% of all scheduled meetings or may be asked to step down.

#### REPORTING PROCESS

The committee members report to the committee Chair, who in turn reports to the CSPM Board of Directors.

## **Scientific Meeting Committee Terms of Reference**

*Revised May 27, 2024*

### **PURPOSE & RESPONSIBILITIES**

The Scientific Meeting Committee shall serve to organize the scientific program of the Society's Annual Meeting. The committee is responsible for ensuring the highest possible scientific quality by considering the format of the meeting, venue/facilities, and by majority approval of committee members, all abstracts and invited speakers. The Committee will regularly engage with the contracted meeting planner to collaborate and provide input on all aspects of the meeting.

### **COMMITTEE CHAIR – RESPONSIBILITIES & TERM**

In accordance with the CSPM Bylaws, the Committee Chair is appointed by the CSPM President.

The Scientific Meeting Committee Chair will provide oversight of the Committee, report to the President upon request, and coordinate with the Education Committee Chair regarding educational courses and workshops offered and with the Research & Development Committee Chair regarding abstract selection for the Annual Meeting. The Chair will also coordinate with the meeting host if one has been identified, meeting planner, and the CSPM Office. The Scientific Meeting Committee will collaborate with the planning committee of other societies for any planned joint Annual Scientific Meetings.

The Scientific Meeting Committee Chair is responsible for scheduling committee meetings, setting the agenda, and leading all committee meetings. The Chair will take minutes or designate another committee member to take minutes. Minutes will be shared with the committee and CSPM Executive Office within 1 week of each committee meeting for inclusion in the overall CSPM records archive. The Chair will be given access to the CSPM Zoom account to use for committee meetings or may use their own tele/videoconferencing account.

The Scientific Meeting Chair shall serve a 1-year term beginning the week following the CSPM Annual Meeting and will end at the conclusion of the subsequent CSPM Annual Meeting and will therefore be responsible for the planning and execution of one complete Scientific Meeting.

### **COMMITTEE VICE CHAIR – RESPONSIBILITIES & TERM**

A Vice Chair will be appointed by the CSPM President from existing members of the committee.

The Knowledge Translation Committee Vice Chair will act to carry out responsibilities delegated by the Chair and perform the duties and functions of the Chair when the Chair is not available.

The Vice Chair will serve a 2-year term, after which they will ascend to the position of Chair. At the time of ascension, new Vice Chair will then be appointed by the CSPM President.

### **COMMITTEE MEMBERS – RESPONSIBILITIES & TERM**

Membership on the Scientific Meeting Committee is open to all interested CSPM members. Members are selected by the Committee Chair and Vice Chair following a call for volunteers and are confirmed by the Board of Directors. Membership on the committee will reflect the geographic and disciplinary demographics of society membership. The committee aims to have 6 members in addition to the Chair and Vice Chair.

Members must be prepared to be active participants in Scientific Meeting Committee activities, with membership automatically implying an agreement to:

- Commit to a 2-year term.
- Respond to all requests in a timely manner.
- Maintain membership in CSPM during the term on the committee.
- Maintain current contact information with the CSPM Executive Office.

Committee member terms may be renewed once. Reappointment is at the discretion of the committee Chair and Vice Chair and is dependent on the member's previous level of activity and engagement, and the diversity of committee membership as a whole.

#### BOARD LIAISON

A Member of the CSPM Board of Directors will be appointed by the board to serve as the Board Liaison to the committee. The Board Liaison will provide an update to the board on a monthly basis, facilitate bidirectional and open communication between the board and the committee, and assist in resolving any challenges the committee encounters. The Board Liaison will attend regularly scheduled committee meetings and participate in all committee functions.

#### MEETINGS & ATTENDANCE

The Scientific Meeting Committee will hold meetings as needed, with more regular meetings scheduled during peak meeting due dates. Meetings may be held either in person or via teleconference/video-conference, to accomplish committee business. Committee members must attend at least one Annual Meeting every two years and must attend at least 75% of all scheduled meetings or may be asked to step down.

#### REPORTING PROCESS

The committee members report to the committee Chair, who in turn reports to the CSPM Board of Directors.

### **Nominating Committee Terms of Reference**

*Revised May 27, 2024*

#### PURPOSE & RESPONSIBILITIES

The Nominating Committee shall serve to oversee the nomination process; prepare and submit to the Board of Directors a slate of nominees and ensure the slate represents both the geographic and multidisciplinary demographics of the society's membership. Following confirmation by the Board of Directors, the committee shall present the slate to the membership.

## MEMBERSHIP

Per the CSPM Bylaws, the Nominating Committee will be chaired by the Immediate Past President and shall further consist of the President, Secretary, and two members appointed by the President.

Members must be prepared to be active participants in Nominating Committee activities, with membership automatically implying an agreement to:

- Commit to a 2-year term
- Respond to all requests in a timely manner
- Maintain membership in CSPM during the term on the committee
- Maintain current contact information with the CSPM Executive Office

## MEETINGS

At a minimum, the Nominating Committee will meet annually to vet all nominees for elected positions and prepare a slate for confirmation by the Board of Directors and presentation to the CSPM membership. Additional meetings may be scheduled as necessary and may be convened in person during the Annual Meeting or via teleconference/video-conference.

## TERMS OF OFFICE

The committee chair serves a 2-year term corresponding to his/her 2-year term as immediate past president on the Board of Directors. The term is not renewable.

All other committee members serve a 2-year, non-renewable term. The exceptions are:

- The CSPM President: Following his/her term as president, serves a 2-year term on the Board of Directors as the immediate past president. In his/her role as immediate past president, he/she will chair the Nominating Committee, thus serving a total of 4 years on the committee.
- The CSPM Secretary: Per the CSPM Bylaws, the secretary of the Board of Directors serves on the Nominating Committee. If the secretary is elected to serve a second term as secretary, then he/she will also serve a second term on the Nominating Committee.

## REPORTING PROCESS

The Nominating Committee reports to the CSPM Board of Directors.

## **Finance Committee Terms of Reference**

*Revised May 27, 2024*

## PURPOSE & RESPONSIBILITIES

The Finance Committee shall be responsible for all financial matters, including but not limited to overseeing financial accounts and records, drafting and overseeing organizational financial

practices and fiscal policies, and developing the annual budget and financial reports for the annual Members' Meeting.

#### COMMITTEE CHAIR – RESPONSIBILITIES & TERM

In accordance with the CSPM Bylaws, the committee chair is the elected Treasurer of CSPM. The Treasurer serves a two-year term, renewable once.

The Finance Committee Chair is responsible for scheduling committee meetings, setting the agenda, and leading all committee meetings. The Chair will take minutes or designate another committee member to take minutes. Minutes will be shared with the committee and CSPM Executive Office within 1 week of each committee meeting for inclusion in the overall CSPM records archive. The Chair will be given access to the CSPM Zoom account to use for committee meetings or may use their own tele/videoconferencing account.

#### COMMITTEE MEMBERS – RESPONSIBILITIES & TERM

Membership on the Finance Committee is open to all interested members, but particularly those who have experience or interest in financial operations and/or non-profit accounting. Members are selected by the committee chair (Treasurer) following a call for volunteers and are confirmed by the Board of Directors. Membership on the committee will reflect the geographic and disciplinary demographics of society membership. The committee aims to have 3-4 members at any time.

Members must be prepared to be active participants in Finance Committee activities, with membership automatically implying an agreement to:

- Commit to a 2-year term
- Respond to all requests in a timely manner, including requests to review financial documents
- Maintain membership in CSPM during the term on the committee
- Maintain current contact information with the CSPM Executive Office

#### MEETINGS & ATTENDANCE

The Finance Committee will meet as frequently as necessary to make progress on identified projects aligned with the strategic plan. The committee will meet, at a minimum, 4 times per year, either in person or via teleconference/video-conference. Committee members must attend at least one Annual Meeting every two years and must attend at least 75% of all scheduled meetings or may be asked to step down.

#### REPORTING PROCESS

The committee members report to the committee chair, who in turn reports to the CSPM Board of Directors. The staff liaison will assist with communication between all parties.



## **Committee Deliverable Approval Process**

TO BE DEVELOPED & DOCUMENTED

## **Survey Dissemination Policy**

*Approved November 2023*

As a benefit of CSPM membership, members may request distribution of their survey to the CSPM membership. Only CSPM member can disseminate surveys. Non-members will be asked to join CSPM prior to considering a survey for dissemination.

Members wishing to have their survey disseminated to the CSPM membership will submit an online application which should include:

- A cover letter to the R&D Committee outlining the project, including explanation of the research hypothesis, and study aims
- A copy of the survey, which should include the following elements:
  - Title of the study and an introduction explaining the research hypothesis and study aims.
  - A list of investigators and affiliations.
  - Explanation of participant responsibilities and rights, including that it is voluntary, an estimation of how long it will take, whether it is anonymous or not, and whether their responses are confidential.
  - An explanation that participation signifies consent to participate.
  - A free text section where respondents can include comments on the survey for the authors.
- A copy of final ethics approval

CSPM will only disseminate surveys housed in an online platform. Paper or PDF surveys will not be disseminated. CSPM will not house data.

Survey Dissemination Applications will be reviewed and approved by the CSPM Research & Development Committee. The evaluation will assess for the elements listed above and may, at the discretion of the Research & Development Committee, include recommendations about specific questions. A minimum of 50% of committee members must approve the survey for it to be disseminated. In the event of a tie, the CSPM President will be the tie breaker.

Applicants should take into consideration that the Research & Development meets every other month and allow up to 60 days for a response.

Approved surveys will be disseminated to CSPM members in the following manner:

- One dedicated email to CSPM members outlining the survey and including direct link to the online survey.
- Inclusion in one monthly CSPM email which includes CSPM content in addition to listing open surveys. If there are multiple approved surveys in circulation, they will all be included together in the email and listed in the order they were approved, newest to oldest.

Any requests for survey dissemination that are not approved will be flagged for the CSPM Board to review in the event of a grievance or complaint.

## **Grant Letter of Support Policy**

*Approved February 22, 2021*

CSPM endeavors to support its members in attaining funding for research related to pelvic floor disorders and to elevate the visibility of pelvic floor research in Canada. As a benefit of CSPM membership, members may request a Letter of Support from CSPM to include with their funding applications for research related to pelvic floor disorders. The Letter of Support will confirm the project is of interest/timely/topical, that CSPM will offer knowledge translation opportunities to the member for funded requests, and/or that CSPM can offer networking for potential collaborators, methodologic review, and mentorship.

An individual must have been a CSPM member in good standing for at least one (1) year before requesting a Letter of Support.

Members will request a Letter of Support by submitting an online application. Applicants must include: a draft of the research proposal (does not need to be in perfect form, or perfectly referenced) and note any specifics which the funder requires be included in the Letter of Support, as each funding competition is different.

Requests for a Letter of Support will be reviewed by the CSPM Research & Development Committee Chair and Vice Chair on a rotating basis. In the event that the Research & Development Chair and Vice Chair are unavailable (holidays, illness, etc.), requests will be reviewed by the CSPM President. In the event that the requesting individual is a current Research & Development Committee Chair or Vice Chair, the request will be reviewed by the CSPM President.

CSPM members must allow a minimum of 3 weeks for review.

## **Membership Policies**

## **CSPM Discussion Forum Guidelines**

Access to the CSPM Discussion Forum is a benefit of CSPM membership. The CSPM Discussion Forum provides CSPM members with a central location to engage in discussion, share resources, and stay connected.

Two initial categories are available on the CSPM Discussion Forum: Case Consultation and Job Board.

### *Case Consultation Category*

CSPM members may use the CSPM Discussion Forum to consult with colleagues on approaches to diagnosing and managing challenging female pelvic floor/urogynecology concerns in their patients.

When submitting a difficult case, try to include a brief history including pertinent information such as: patient's age, parity status, primary complaint, concomitant medical conditions, duration of symptoms, previous treatments and outcome, and any other pertinent data before discussing the particular challenges on which you are seeking input/discussion.

Cases involving male patients will not be published.

Be aware that all CSPM members have access to the CSPM Discussion Forum and are allowed to respond to posts. CSPM does not guarantee that all advice, strategies, techniques, and/or approaches to care will be submitted by experts or be evidence-based. Submitted responses may be based on an individual's clinical practice and expertise.

### *Job Board Category*

CSPM members may post open positions on the Job Board. It is the responsibility of the CSPM member posting the job opening to update their post on the CSPM Discussion Forum once the vacancy has been filled. A comment that the position has been filled and is no longer available is sufficient.

### *Additional Guidelines*

It is the policy of CSPM to publish informational content only. Derogatory statements or commercial endorsements (i.e., products, books, videos, clinics) or messages of self-promotion may not be posted, or if posted may be removed by the site administrator(s).

Personal messages or responses such as a recommendation of a provider in a particular location should be sent directly to the intended member and not posted on the CSPM Discussion Forum. Your submissions to the CSPM Discussion Forum must include your name and email address so members may respond to you directly.

### *Site Etiquette*

- Improve the discussion. If you are not sure that your post adds to the conversation, think over what you want to say before posting.
- Be agreeable, even when you disagree. It is OK to disagree with posts, but make sure you criticize *ideas*, not *people*. Avoid name calling, responding to a post's tone instead of its actual content, and knee-jerk reactions. Instead, provide reasoned counter-arguments that improve the discussion.
- Be civil.
- Keep it tidy. Make an effort to post discussions in the appropriate category. Do not cross-post the same thing in multiple topics. Do not post no-content replies but instead use the Like button.

Together we can make the CSPM Discussion Forum a valuable resource for members to network and receive advice regarding patient care, referrals for a second opinion or expertise in a specific area of female pelvic floor medicine, as well as serve as a potential repository of information from CSPM members across Canada.

## **Website Policies**



## **Content Use Policy**

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For permission to use text information or photographs from the CSPM website in a manner other than that stated above, individuals should contact the CSPM. The CSPM Board will consider the request or delegate review of the request to a CSPM committee to make a recommendation to the Board.