



# **Terms of Reference of Committees**

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# 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.

# Research & Development Committee Policies

## 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.