

Canadian Neurological Sciences Federation (CNSF) Scientific Program Committee - Terms of Reference

Committee Purpose:

Responsible for planning the scientific programs for the CNSF annual Congress.

The committee oversees and coordinates: the Congress's educational courses, satellite symposia and workshops; abstract adjudication; program structure; policies regarding invited guests; and, short and long-term objectives and curricula.

Committee Membership:

- A committee chair, who is either a neurologist (CNS) or neurosurgeon (CNSS)
- A committee co-chair, who is either a neurosurgeon or neurologist (opposite to the chair),
- Two members elected from each of the four societies,
- The Chair and Vice Chair of the Professional Development Committee,
- Three resident representatives (one each from CACN, CNS and CNSS),
- Two members from the CNSF Board of Directors (optional),
- CNSF Vice-President or President and CEO,
- Secretariat staff as required.

Committee Chair and Vice Chair:

- The Chair and Vice Chair are appointed by the CNSF Board of Directors and usually rotate between a neurologist and a neurosurgeon.

Committee Accountability/Authority:

The Scientific Program Committee is accountable to the CNSF Board of Directors. The Chair of the Scientific Program Committee will prepare a written report for each CNSF Board of Directors meeting. The committee must outline any anticipated initiatives and financial expenditures for the year and present them to the board for approval before the budget is set for the next year.

Relationship with Professional Development Committee:

- The Chair and Vice Chair of the Professional Development Committee will be members of the Scientific Program Committee and vice versa.

Committee Responsibilities:

- To prepare the Scientific Program for the annual Congress,
- To review all submissions for scientific topics from affiliates and Societies, and approve submissions based on their suitability in relation to the overall program, as well as Maintenance of Certification and Professional Development criteria,
- To appoint Chairs for the scientific courses,
- To select the thematic topics for the Plenary Sessions and choose/approve speakers, with input from the Societies,
- To co-ordinate the speakers of the plenary sessions and the subjects of their talks with session chairs,
- To oversee the abstract submission and review process, including the selection of submitted abstracts based on their scientific merit,
- To assign abstract papers to platform and poster sessions in order to make the scientific program as strong and attractive as possible,
- To follow and adhere to the policies and budgets as set out by the CNSF Board,
- To ensure that all aspects of the Congress adhere to the CMA guidelines for "Physicians and the Pharmaceutical Industry",
- To ensure that all aspects of the Congress adhere to the criteria for maintenance of certification accreditation as outlined by the RCPSC.

Terms of Appointments:

Chair and Vice Chair: Two years, or at the discretion of the CNSF Board.

Elected society members: 3-4 years, or at the discretion of the CNSF Board.

Residents' representatives (CACN, CNS, CNSS): One year, or at the discretion of the CNSF Board

CNSF Board members: Two years

Chair of the Professional Development Committee: As per term on the PDC

Meeting Frequency and Recording:

The Committee meets at the June annual Congress, and holds two to three teleconferences per year, with additional meetings as required. The Chair and Vice Chair are invited to attend all CNSF Board meetings whether by conference call or at the June Congress meeting.

- Minutes are taken by the CNSF Secretariat office and distributed to Committee members.