

Policy Statement



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TROG Spokesperson Policy

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Version:	3	
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Summary:	The purpose of this policy is to provide a framework in relation to those who speak as a representative of TROG	
Applies to:	This policy applies to anyone who may represent TROG in an official capacity, including but not limited to Spokespersons and Ambassadors.	
Approved by:	TROG CEO	
Revision Chronology:	Vs 1	Original document
	Vs 2	Clarification of reporting requirements
	Vs 3	Clarification of requirements for one-off Spokespersons and Ambassadors

1 SPOKESPERSON DEFINITION

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

A TROG Cancer Research Ambassador is an individual who voluntarily promotes TROG's mission, values, and activities to external audiences, serving as an advocate for the organisation without holding an official spokesperson title.

This may include:

- Representation on national and international groups and committees
- Involvement in clinical practice guideline development (with the guideline to be endorsed by TROG)
- Engagement with government, key stakeholders and other relevant groups.
- Advocacy and promotion of TROG's mission, vision, and achievements to public and community audiences

2 SCOPE OF POLICY

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

This policy also applies to one-off requests for TROG members to represent TROG at international meetings, conferences, or related events

3 SPOKESPERSON AND AMBASSADOR ELIGIBILITY

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

Ambassadors do not require formal membership with TROG but must demonstrate a clear commitment to the organisation's goals and values.

4 SPOKESPERSON SELECTION PROCESS

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

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

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

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

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

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

TROG Cancer Research must be informed of the need for a spokesperson nominee and of the proposed nomination process. This should be actioned via an email to TROG@troq.com.au.

The nomination process must not proceed until approval has been given by TROG Cancer Research. The TROG Board President must approve all nominations for TROG representation on an external committee or group. In approving a nomination, the President will outline an approved timeframe for the spokesperson's appointment.

For one-off or ad hoc requests for representation at international meetings or sites, nominations can be made directly to the TROG Board President or CEO. Approval must be obtained before any representation occurs

4.1 AMBASSADOR SELECTION PROCESS

Ambassador nominations will follow a process overseen by the TROG CEO, including an assessment of the individual's ability to effectively represent TROG's mission and values.

TROG Ambassadors are appointed for a defined term (as agreed with the TROG CEO) with annual review.

5 ESSENTIAL CRITERIA FOR SPOKESPERSONS

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

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

For one-off representation, the individual must demonstrate sufficient knowledge of TROG's vision and activities relevant to the specific meeting or event

5.1 ESSENTIAL CRITERIA FOR AMBASSADORS

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

- Be passionate advocates for cancer research and TROG's mission.
- Have a strong connection to communities relevant to TROG's work.
- Be capable of communicating TROG's achievements and initiatives effectively.
- Uphold TROG's values and act ethically in all interactions.
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6 EXTERNAL SPOKESPERSON REQUIREMENTS

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

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

For one-off engagements, the representative must provide a summary report to TROG Cancer Research within one month of the event, detailing the representation activities and any outcomes or follow-ups required

6.1 AMBASSADOR REQUIREMENTS

Ambassadors, like external spokespersons, must report their activities to TROG Cancer Research at least once annually. The TROG CEO will review the appointment during these reports.

Any conflicts of interest involving Ambassadors will be resolved by the TROG Board President.