Canadian Society of Nephrology/
Société canadienne de néphrologie
CSN/SCN

SNAP
Sustainable Nephrology Action Planning

Sustainable Nephrology Action Planning Committee (SNAP)

Terms of Reference

1. Purpose

Our Vision: Kidney and planetary health through sustainable nephrology practice

Our Mission: To educate, innovate, and advocate for sustainable kidney care

The SNAP Committee is comprised of a national group of providers and advocates dedicated to aligning kidney care with planetary health principles, thereby advancing patient care within a framework of environmental sustainability.

We intend to advance nephrology clinical practice in Canada through education, development, and incorporation of improvements and efficiencies in care pathways, advising and informing regarding environmentally preferable procurement, equipment, and infrastructure, and advocating for funding and policy alternatives in kidney care provision.

These plans reflect our vision to realize 'kidney and planetary health through sustainable nephrology practice', and mission 'to educate, innovate, and advocate for sustainable kidney care'.

2. Frequency of Meetings & Attendance

Full committee meetings will be held every 3-4 months via teleconference, including one face-face meeting per year scheduled around the CSN Annual General Meeting if it coincides with the meeting schedule. (i.e., ~3 total meetings per year).

Committee members should make every effort to attend all meetings and are expected to review material and provide feedback to the Chair/Vice Chair when unable to attend.

Participation in at least 70% of meetings is required, barring extenuating circumstances. Attendance will be monitored by the CSN administration.

3. Governance

A quorum for a meeting is constituted by a simple majority (50% + 1) of the Committee members, present either in person (when applicable) or by teleconference. Decisions can only be made if quorum is met. If the quorum is not met, the meeting may be adjourned and rescheduled.

All members on the Committee are voting members, except administrative staff, ad hoc members and/or guests. Major policy changes require subsequent approval by the CSN Officers.

<u>Voting Procedures:</u>

- Decisions shall be made by a simple majority vote of the members present.
- Each member shall have one vote. In the case of a tie, the Chair shall cast the deciding vote.
- Voting may occur during a meeting, either in person or virtually. Votes must be cast by members who are present at the meeting in accordance with CSN bylaws. Proxy or absentee voting is not permitted.

4. Membership & Member Selection

New recruitment of members, and current membership will be reviewed annually.

New potential members to the SNAP will be reviewed for suitability (based on existing or intended knowledge and/or practice of environmentally sustainable care/planetary health) by the SNAP and appointed by the CSN SNAP Chair.

New potential members will be recruited by the following methods, but not limited to:

1. General call for applicants through the CSN website.
2. Recommendation by current SNAP members or any CSN member, OR
3. Recommendations by professional societies (e.g.: CAPN, CST, CANA, RPN, etc.).
4. Learners can also be recruited through a general call for applicants via Nephrology/ KRESCENT training programs. Trainees involved in an accredited Planetary Health or ESKC themed fellowship will receive priority consideration.

Aside from the Chair, other members will include:

- One (1) Vice-Chair who is a CSN member
- At least four (4) more CSN members from the general membership (one representing pediatric nephrology and at least one from community-based nephrology)
- At least one (1) and up to two (2) resident/learner representative
- At least one (1) patient representative
- At least two (2) non-physician nephrology providers (e.g., nurses, administrators, pharmacists, nephrology technician, and allied health)

The SNAP Committee shall consist of a minimum of ten (10) members and strongly preferred maximum of 17 members.

All committee members must be active members of CSN if they have voting privileges.

Role	Selection Criteria	Term Limit
Chair	Served at least one (1) term on SNAP, proposed by outgoing SNAP chair and determined by committee consensus.	*3 years,* *2 term limit*
Vice-Chair	Appointed by SNAP Chair and selected from open call to SNAP members. Prior serving SNAP member for 2 or more years.	*3 years,* *2 term limit*
Past Chair	After term as Chair, individuals are granted Emeritus status and will move automatically to Past-Chair role.	*1 year,* *1 term limit*
Emeritus Member	In this non-voting advisory role, past chairs will contribute to discussions and committee activities.	*1 year,* *no term limit*
CAPN member	A CAPN representative *(Ideally with knowledge/experience in environmentally sustainable kidney care/planetary health.)*	*2 term limit*

Role	Selection Criteria	Term Limit
Member(s)	Members should have interest in, and ideally background exposure to planetary health, as well as enthusiasm to contribute to the emerging field of environmentally sustainable kidney care. Membership will ideally reflect the expertise and range of existing kidney care provision, including patient partner, trainee, pediatric and adult, and key allied collaborators (pharmacy, technician, management, &/or nursing).	*3 years,* *2 term limit* *unless vacancies exist and continued active involvement*
Learner(s)	*(Clinical Nephrology or KRESCENT Trainees)* Nephrologist-in-training, either clinical or research training. *NOTE: trainees involved in an accredited Planetary Health or ESKC themed fellowship will receive priority consideration.*	*2 years,* *non-renewable*

Membership types include:

Active	*CSN Active Members*
Ad-Hoc	*An individual who is not a CSN Member and who is appointed to serve as a non-voting committee member as consistent with CSN by-laws.*
Guests	*Invited speaker who is not a member of CSN*
Emeritus	*detailed description listed below*

The term for active and ad-hoc committee members will be three (3) years depending on roles and capacity. All members may serve for no more than two (2) consecutive terms, unless a member becomes Chair *(at which point two (2) terms as Chair and one (1) as past Chair may be served);* or unless vacancies exist and continued active involvement. Consideration will be given to Emeritus status for members providing meaningful and ongoing SNAP committee engagement and environmentally sustainable kidney care research and practice.

Expressions of interest will be called for to fill missing roles and whenever a vacancy presents. Specific skill sets will be posted to reflect the needs of the committee, considering geographic representation, gender balance, and upholding equity, diversity, and inclusion. Appropriate candidates will be appointed by the Chair and/or President of the CSN, with a commitment to creating a diverse and inclusive environment that reflects the broader community we serve.

Any real or potential conflict(s) of interest must be disclosed to the Chair.

Chair and Vice-Chair roles must be held by committee members based in Canada.

5. Responsibilities

a. Chair

The Chair is a member of the CSN Board of Directors, appointed by the CSN membership at large for a 3-year term.

The Chair may serve for no more than two (2) consecutive terms. On behalf of the CSN SNAP Committee, the Chair will be in close communication with the CSN President and/or other Officers and Director of Operations throughout the year.

The Chair is responsible for the following:

- Chairing all Committee meetings.
- Consulting with CSN Administration to draft/distribute meeting agendas and minutes.
- Reporting to the CSN President through sharing of all meeting minutes and documents.
- Preparing an annual report for presentation to the CSN Board and the CSN membership at the Annual General Meeting.
- Preparing progress reports for publication within CSN newsletters as requested by the CSN President or CSN Director of Operations.
- Assigning action items to SNAP members including mutually agreed upon timelines.
- Facilitating consensus building amongst SNAP members.
- Discouraging any potential conflicts of interest relevant to the development of any SNAP documents. Report all potential conflicts by any SNAP member or SNAP panel members to the CSN Administration Office (Director of Operations), who manages and reviews the conflicts with the CSN Officers.

b. Vice-Chair

The Vice-Chair is responsible for the following:

- Performing duties as delegated by Chair.
- Acting as proxy for Chair in their absence
- Performing all duties of Committee member (see below).

c. Committee Members

Members are accountable for contributing to the effectiveness of the committee by:

- Participating in and/or providing methods expertise and support for SNAP panels, in consultation with the Chair.
- Partnering with fellow SNAP members to collaborate in SNAP projects, and drafting and revising SNAP documents, in consultation with the Chair.
- Liaising with CSN members to assist with information dissemination and development of environmentally sustainable kidney care knowledge, and practice.
- Contributing to recruitment efforts to SNAP as able, by introducing potentially interested candidate(s) to the Chair for suitability assessment.
- Disclosing any potential conflicts of interest to the Chair.
- Actively participating in all meetings; being open, honest, and transparent; discuss matters respectfully and professionally and being open to other member's ideas and perspectives to work together to advance the purpose/mandate of the SNAP.
- Participating in at least 70% of meetings, barring extenuating circumstances.

Membership will be reviewed if participation does not meet terms of reference criteria.

d. CSN Administration

The CSN Administration is responsible for the following:

- Providing administrative support for meeting organization and meeting minute taking.
- Working closely with the Chair and Vice Chair.

6. Emeritus Committee Member

The Emeritus Committee Member designation is an honorary status granted to former Chairs of the Committee who have demonstrated significant contributions and exemplary service. This role allows for the continued involvement of experienced leaders, providing historical knowledge, mentorship, and strategic guidance to current committee activities.

Responsibilities

- Serve as an advisor to the Committee, offering insights based on prior experience and institutional knowledge.
- Participate in committee meetings as requested, providing input on key discussions and decisions without assuming active project or task responsibilities.
- Engage in strategic discussions to support the committee's goals and objectives.

Voting Rights

Emeritus Committee Members are non-voting members of the committee. Their input is valued in deliberations, though their participation in formal votes is limited based on the committee's requirements.

***NOTE**: If an Emeritus individual wishes to have voting rights, approval must be reached by Committee consensus and would apply for the individual's duration on the Committee.*

Meeting Attendance

Emeritus Committee Members are encouraged, though not required, to attend all scheduled committee meetings. Their attendance is at the discretion of the committee Chair and may be requested for meetings where their expertise and historical perspective would be beneficial.

Exclusion from Membership Cap

Emeritus Committee Members are honorary participants and, as such, are not counted within the maximum number of committee members allowed under the TOR. This designation ensures the committee retains sufficient capacity for active roles.

7. Funding

The SNAP committee must not have any direct responsibility for fund-raising to support activities that fall under our purpose and mandate. The CSN Officers will be responsible for securing funds and resources to allow SNAP to perform its responsibilities. This may include, but not be limited to, librarian, research coordinator, statistician, and medical writer.

8. Approval Date

Approved by the SNAP Committee | 10SEP24
Revised by C. Stigant | 08APR25