

AANS/CNS Section on Tumors
Standard Operating Procedures (SOP)

Unanimously approved by the Executive Committee Members on Sunday September 10, 2023

Table of content *page*

Part I- Executive Committee Sub-committees mission statement and overall deliverables

Section on Tumors	Mission Statement	2
1.	Awards	2
2.	Bylaws	2
3.	Clinical Trials and Registry	3
4.	CAST Fellowships	3
5.	Communication	4
6.	Development and Partnership	4
7.	Early Career Neurosurgeons Committee (ECNC)	4
8.	Education	5
9.	Global Neurosurgery	5
10.	Guidelines	6
11.	History	6
12.	Innovation and Technology	6
13.	Journal of Neuro-Oncology	7
14.	Medical Oncology	7
15.	Membership and membership Services	8
16.	Newsletter	8
17.	Pediatrics	8
18.	Research	9
19.	Skull Base	9
20.	Spine Oncology	10

Part II- Executive Committee Sub-committees Operations

11

Part III-Section's Officers Operations

1.	Chair	12
2.	Chair-Elect	12
3.	Treasurer	12
4.	Secretary	12
5.	Past-Chair	13

Part I- Executive Committee Sub-committees Mission statements and overall deliverables

(To provide historical memory, the description of 3 delivered items aligning with the deliverables is included when applicable)

1. SECTION ON TUMORS

Mission Statement

To provide a forum for education and research on tumors of the nervous system. To coordinate activities and programs relating to tumors for the AANS and CNS and other societies, committees and agencies. To represent the AANS and CNS when requested by executive action, at any organization or group on matters relating to tumors. To advise the AANS and the CNS of activities which relate to nervous system tumors by other individuals, groups and/or agencies

2. AWARDS

Mission statement

To acknowledge the best scientific work at each CNS AANS meetings applying the criteria specified for each funded award

Deliverables

- a. To obtain updated the list of funded awards from the officers at least 4 months prior to each AANS/CNS meeting
- b. Upon receipt of scored abstracts (typically 3 months before AANS/CNS meeting), to assign the awards
- c. To work with NREF to file funding applications/requests. The cycles are October and January
- d. To notify the awardees who will receive the check directly from Sponsor and notify the Sponsors of the awards after these are posted by AANS and CNS
- e. To provide an updated list of awards assigned at each AANS/CNS meeting formatted for web posting

Delivered (2022-present)

- a. CNS 2022: 12 Awards
- b. AANS 2023 18 Awards
- c. CNS 2023: 18 Awards

3. BYLAWS (Rules and Regulations)

Mission statement

To support the AANS/CNS joint section on tumors by ensuring that the rules and regulations remain current

Deliverables

- a. To review the R&R current content bi-annually to seek gaps deriving by new needs
- b. To propose new content as new needs arise
- c. To formulate novel proposals

Delivered (2022-present)

- a. Revised bylaws to reflect one-year term for officer
- b. Approved by EC and membership
- c. Ratified by AANS and CNS

4. CLINICAL TRIALS AND REGISTRY**Mission statement**

To foster and encourage neurosurgeons' participation in clinical trials and registries.

Deliverables

- a. To quantify opportunities and barriers for neurosurgical participation in clinical trials/registry
- b. To encourage participation by experience sharing
- c. To provide communication with consortia/registry leadership

Delivered (2022-present)

- a. To survey JST members about trials/registries needs/expectations: draft finalized, circulate in winter 2023
- b. To ask Neurosurgeons who participated to Alliance meeting in May 2022/November 2023 to share their experience/summary (work in progress)
- c. To provide Tumor Section representation within NPA

5. CAST FELLOWSHIPS**Mission statement**

To provide the Committee for Accreditation of Subspecialty Training (CAST), under the direction of the Society of Neurological Surgeons (SNS), with recommendations pertinent to neurosurgical oncology (NO) and skull base (SB) CAST-accredited fellowships

Deliverables

- a. To review and provide answers to the questions pertinent to NO and Sb fellowships received from the CAST SNS committee
- b. To review NO and SB CAST applications
- c. To facilitate communication about NO and SB fellowship among EC members and the neurosurgical community

Delivered (2022-present)

- a. NO fellowship curriculum/case description updated in Spring 2023 and approved by SNS Summer 2023
- b. No and SB applications reviewed
- c. *pending*

6. COMMUNICATION

Mission statement

To promote events, guidelines, and publications of the Joint Section and amplifying the academic output of its members via a variety of media

Deliverables

- a. To promote events, guidelines, and publications on social media including: Facebook, Instagram, Twitter, LinkedIn and Youtube.
- b. To provide bi-annual metrics to track trends in activity and outreach
- c. To encourage members to provide content to amplify. This needs to be submitted to the officers for approval prior to posting.

Delivered (2022-present)

- a. Posting of: Headlines, Future leaders, JST other educational offerings, JNO, Guidelines, Awards
- b. Metrics provided at CNS 2023
- c. *pending*

7. DEVELOPMENT AND PARTNERSHIP

Mission statement

To encourage partnerships, collaborations, and diversity within the Neurosurgical Oncology community

Deliverables

- a. To identify strategies to improve communication among EC members and neurosurgery oncology community
- b. To implement such strategies
- c. To foster a diversity lens to improve partnership

Delivered (2022-present)

- a. Headlines Series: Interactive webinars to improve communication among EC members
- b. Future leaders: Interactive webinars to promote early career tumor neurosurgeons and allow them to connect among themselves and with current leaders
- c. Develop an interactive platform with our industry partners (Winter 2023-2024)

8. EARLY CAREER NEUROSURGEONS (ECNS)

Mission statement

To encourage partnerships, collaborations, and diversity within the Neurosurgical Oncology community

Deliverables

- a. To identify strategies to improve communication among EC members and neurosurgery oncology community.
- b. To implement such strategies

- c. To foster a diversity lens to improve partnership

Delivered (2022-present)

- a. Headlines Series: Interactive webinars to improve communication among EC members
- b. Future leaders: Interactive webinars to promote early career tumor neurosurgeons and allow them to connect among themselves and with current leaders
- c. Breakout Session at 16th Tumor symposium in collaboration with Research Committee

9. EDUCATION

Mission statement

To provide educational tools to advance neuro-oncology practice for current and future neurosurgical oncologists along the career continuum.

Deliverables

- a. To identify topics of interest for neurosurgical oncology practice knowledge and growth
- b. To collaborate with other ongoing educational projects within AANS and CNS
- c. To foster collaboration with other AANS/CNS Sections

Delivered (2022-present)

- a. Two Webinars focused on Neurosurgical Oncology Fellowship opportunities are planned (Fall 2023)
- b. Existing content on Nexus (CNS): review currently posted neurosurgical oncology operative cases and provide feedback about appropriateness/up-to-date
- c. Future posting on Nexus: A list of missing NO cases is being developed, a call for submission will be sent to EC members, cases will be internally vetted and then posted on Nexus

10. GLOBAL NEUROSURGERY

Mission statement

To foster and create global collaborative efforts in neurosurgical oncology

Deliverables

- a. To advocate globally for our patients with brain tumors
- b. To collaborate with global organization focusing on neurosurgical oncology to provide educational offering
- c. To facilitate communication among international neurosurgical oncology organizations

Delivered (2022-present)

- a. International GBM Day: Global Webinar July 19, 2023 (in collaboration with WFNS)
- b. AANS/CNS Section on Tumors joined educational activities with
 - SNOSSA (July 20, 2023)
 - Neurosurgery Mexican Society (June 13, 2023)
 - WFNS (December 2023)
 - EANS (Fall 2024)
- c. Provided opportunity for reporting global updates

11. GUIDELINES

Mission statement

To produce new and updated guideline and practice parameter documents related to the management of tumors of the central and peripheral nervous system, and reviews guidelines and related documents produced by other entities seeking approval by the AANS/CNS.

Deliverables

- a. To report on information related to newly published guidelines, guidelines submitted for publication, guidelines in review at the Joint Guidelines Review Committee, guidelines in preparation and other nominated guidelines and practice parameters.
- b. To review neuro-oncology guidelines submitted by outside organizations when referred by the Joint Guidelines Review Committee and provide information about opportunities for potential collaboration and interaction with other committees and external organizations.
- c. Utilize CNS Methodology, supervise development, assist in writing, or write guideline documents in response to the needs and mandates of the Joint Tumor Section.

Delivered (2022-present)

- a. Reported on new/updated guidelines in the following areas: newly diagnosed and progressive glioblastoma, Functioning Pituitary Adenomas, Non-functioning Pituitary Adenomas, Vestibular Schwannomas, Metastatic Brain Tumors and Spine Metastases.
- b. Provided information about collaborations with ASTRO, ASCO, American College of Radiology, and the Agency for Healthcare and Quality.
- c. Reviewed guidelines and planned projects by ASTRO and ASCO as referred by the Joint Guidelines Review Committee.

12. HISTORY

Mission statement

To record the Section's history

Deliverables

- a. To succinctly record the executive committee meetings and provide the chair with a first draft of the minutes
- b. To work with the Chair at providing historic updates as needed
- c. To identify gaps in history documentation

Delivered (2022-present)

- a. Duly recorded all EC meetings and provided first draft of the minutes
- b. Delivered historical note at Tumor Symposium 2023
- c. Working at collating 40th history summary

13. INNOVATION AND TECHNOLOGY

Mission statement

To facilitate the coalescence of discovering and disseminating new technology in neurosurgical oncology

Deliverables

- a. To identify what are the current innovations and new technology advances
- b. To provide updates on the identified current innovations and new technology advances
- c. To support the dissemination of data pertinent to innovation and technology in surgical oncology
- d. To provide ad-hoc expert content related to new application to the CRC liaisons

Delivered (2022-present)

- a. A list of innovation and technology was identified and prepared
- b. Submitted a request and received approval for a JNO Special issue/Collection on I&T
- c. *pending*

14. JOURNAL OF NEURO-ONCOLOGY**Mission statement**

To report on JNO activities and support section's peer-reviewed publications needs

Deliverables

- a. To inform the Section about the Journal status
- b. To engage with the Section's member on published material
- c. To support the Section's needs in creating novel peer-reviewed publications

Delivered (2022-present)

- a. By-annual reports to Section
- b. Tumor talks ongoing
- c. 40th Anniversary issue (call for papers Fall 2023; publication Spring 2024)

15. MEDICAL ONCOLOGY**Mission statement**

To foster a multi-disciplinary approach to advance the treatments for patients with tumors of the brain and spine leading to improved duration and quality of survival

Deliverables

- a. To establish a forum combining in-person gatherings, virtual meetings and online platforms (ie blogs) to foster collaborations between the neurosurgical community and other disciplines working in the field of neuro-oncology.
- b. To engage representatives from funding agencies such as the NIH (NINDS, NCI), DOD (specialized grant program for brain tumors and rare cancers), and philanthropic and advocacy organizations to explore novel mechanisms to support novel clinical trials that require neurosurgical expertise and provide ground-breaking or paradigm-shifting proof of concept.
- c. To encourage the participation of neurosurgeons, including trainees in national cooperative group activities, thereby enhancing existing and planned studies by providing expertise and augmenting the opportunity to perform important correlative studies.

Delivered (2022-present)

- a. Collaborating with the Clinical Trials Sub-Committee on a white paper focusing on optimizing neurosurgical participation and leadership in clinical trials (completion Spring 2024)
- b. Bi-Annual Seminar Series featuring a translational topic of neurosurgical interest with point counterpoint from 2 speakers neuro-oncology and neurosurgical oncology (First Fall 2023)
- c. To confer with various funding agencies and organizations to seek potential funding for research in areas of interest in neurosurgical oncology such as serial tumor biopsies <https://doi.org/10.1038/s41591-023-02464-8>

d. To meet with chairs and lead neurosurgeons in each of the national cooperative groups and consortia to develop strategies focused at enhancing neurosurgical participation in existing and future clinical trials (Fall 2023)

16. MEMBERSHIP AND MEMBERSHIP SERVICES

Mission statement

To recruit, screen, and enhance new high quality members while enhancing membership benefits and facilitating their obligations

Deliverables

- a. To review new membership applications and approve/decline
- b. To review outstanding membership dues and contact members with outstanding dues after obtaining annual updated information from the AANS office
- c. To review and enhance membership benefits, creating new content
- d. To streamline and disseminate membership survey requests

Delivered (2022-present)

- a. New membership applications reviewed and approved/declined
- b. Outstanding membership dues reports obtained and members contacted
- c. New membership benefit identified
- d. Surveys streamlined and emailed to membership in Fall 2022 and Spring 2023

17. NEWSLETTER

Mission statement

To communicate the efforts and accomplishments of each section's executive committee sub-committee to the general membership and future members bi-annually.

Deliverables

- a. To obtain bi-annual updated information from each committee Chair at least 60 days prior to each AANS/CNS annual meeting
- b. To compose a draft and submit to the chair at least 50 days prior to each AANS and CNS annual meetings
- c. To file the final draft with the AANS office at least 45 days ahead of each AANS and CNS annual meetings and proof the final edited draft prior to posting

Delivered (2022-present)

- a. Fall 2022 newsletter
- b. Spring 2023 newsletter
- c. Fall 2023 newsletter

18. PEDIATRICS

Mission statement

To represent the interests of pediatric neuro-oncology in organized neurosurgery

Deliverables

- a. To provide updates of on-going/completed/newly open pediatric neurooncology clinical trials from major consortiums.
- b. To maintain an up-to-date list of available clinical care guidelines for management of patient with pediatric brain tumors from national organizations.
- c. To advocate for representation of pediatric neuro-oncology in federal/foundation initiative for cancer research

Delivered (2022-present)

- a. reports provided for each EC meeting
- b. *pending:*
- c. *pending:*

19. RESEARCH

Mission statement

To develop and foster the research aspects of neurosurgical oncology

Deliverables

- a. To assist the NREF with annual grant reviews
- b. To develop new opportunities focused on research for neurosurgical oncologists, leveraging possible collaborations with other groups in organized neurosurgery/neuroscience.
- c. To provide updates about upcoming national/international research opportunities in neurosurgical oncology

Delivered (2022-present)

- a. NREF grants review performed NREF grant review performed 2022-23 cycle and getting ready for 2023-24
- b. Mentor/mentee grant writing project developed to leverage Senior Society offerings
- c. Three breakout sessions on FDA/Lab/Research developed and offered at the Tumor Symposium 2023

20. SKULL BASE

Mission statement

To cultivate education, stimulate interest, foster dialogue, deepen knowledge, and drive research on skull base surgery with commitment to integrating these insights and strategies for improved patient care, making strides in the world of neurosurgery

Deliverables

- a. To provide educational content supporting career development and education in skull base surgery related topics.
- b. To facilitate liaison between neurosurgical and skull base surgery societies, both in North America and globally.
- c. To facilitate and ignite research collaborations in the domain of skull base pathologies and skull base surgery.

Delivered (2022-present)

- a. In collaboration with NASBS, prepared a webinar series on topic focused at choosing a career in skull base
- b. Provided content for scientific program and collaborated to void overlap with other SB offerings
- c. Collaborated with Skull Base Society to void overlap with other SB offerings

21. SPINE ONCOLOGY

Mission statement

To provide a bridge between the Section on Tumors and Spine Section facilitating interactions between these two groups and aiding in the development and execution of educational opportunities centered around spine tumors

Deliverables

- a. To secure funding for spine oncology abstract awards at the CNS and AANS meeting each year
- b. To expand membership/engagement in the Spine section annually
- c. To outreach for increasing Spine Tumor abstracts to AANS/CNS annual scientific meetings

Delivered (2022-present)

- a. A new Spine tumor award was created: Globus
- b. Scientific content for Tumor Symposium and AANS/CNS meeting was provided
- c. Developing a second Spine Oncology Award

Part II- Executive Committee Sub-committees operations

1. Sub-Committees Membership and Communication

Each EC sub-committee Chair/Co-Chair shall be given the names/emails of their sub-committee members by the Secretary within 2 weeks of the Annual AANS Meeting

2. Sub-committee yearly meetings

Each EC sub-committee Chair/Co-Chair shall hold at least two yearly meetings:

- The first shall be within 45 days of the AANS annual meeting. The scope of such meeting is twofold
 - To review the deliverables
 - To define and propose 1- 3 tangible items to be delivered during the one year term.
- The second shall be within 30 days of the CNS annual meeting. The scope of such meeting is to analyze if the proposed tangible items are on track.

3. Sub-Committee Reports

- a. The Chair/Co-chair shall file with the Officers the proposed yearly deliverables within a week of the subcommittee meeting. The assigned Officer will reply within 7 days indicating approval and/or providing the necessary feedback
- b. Each EC sub-committee Chair/Co-Chair shall provide a report of the sub-committee accomplishments at least 40 days prior to the annual CNS and AANS meeting.

4. Sub-Committee participation and contribution from committee members tracking

- a. 30 days prior to each AANS meeting the Chair/Co-chairs will provide the Section Officers with a succinct summary of each committee member participation/contribution.

Part III-Section's Officers Operations

Chair

The Chair shall:

- a. preside the AANS/CNS Section on Tumors meetings and Executive Committee meetings
- b. appoint the executive committee members
- c. meet with the officers within 7 days of the AANS meeting
- d. review SOP and change as needed if 4/5 favorable votes
- e. *please continue to add as needed*

Chair-Elect

The Chair-elect shall:

- a. preside the AANS/CNS Section on Tumors meetings and Executive Committee meetings, in the absence of the Chair
- b. appoint the Section on Tumor Scientific Committee representative and appoint other 2 members of the section's scientific committee for the AANS/CNS year the Chair elect will preside
- c. *please continue to add as needed*

Treasurer

The Treasurer shall:

- a. collaborate with the AANS office to obtain the summary of funds collections and disbursement
- b. Collaborate with the membership Chair/Co-Chair to facilitate collection of membership dues
- c. Actively work with NREF to secure funds for the Section's awards
- d. *please continue to add as needed*

Secretary

The Secretary shall:

- a. maintaining an accurate record of the proceedings of the meetings of the Section and the Executive Committee and the officers meetings
- b. record the presence of EC member at each EC meeting (this is needed to establish election voting members: see R&R)
- c. *please continue to add as needed*

Past-Chair

The Past-President shall:

- a. Oversee the elections following the steps summarized below and as described in our R&R:
 - Step One: Nominations
 - Step Two: Election Part One
 - Step Three: Election Part Two

<https://www.tumorsection.org/media/files/pages-page/755e3916/bylaws-tumor-section-r-and-r-ratified-aans-cns-spring2023.pdf>

13A. Election of the Secretary:

13A.1 Following the CNS meeting, the Past-Chair will solicit nominations from the Executive Committee members, communicate the deadline when such nominations must be made, and include the eligibility requirements for Secretary nominees.

13A.2 Each Executive Committee Chair or Member may nominate at most two Executive Committee members for the position of Secretary. Nominees for Secretary must be members of the Executive Committee to ensure working knowledge of the management of the Section on Tumors.

13A.3 The Past-Chair will tabulate the nominations. The Past-Chair will confirm with the nominees that each nominee does wish to stand for the election for Secretary.

13A.4 The Past-Chair will notify the Executive Committee of the nominees and set the deadline for voting. Each Executive Committee member may vote for 2 nominees.

13A.5 The Past-Chair will tabulate the votes. The nominees with the two highest vote counts will stand for the final election. If there is a 2, 3, or 4 way or higher tie for the highest vote count, these nominees will stand for the final election. If there is a tie vote for second place, those candidates and the first place nominee will stand for the final election. The Past Chair will communicate the slate of nominees for the final election to the Executive Committee Membership along with the deadline for voting. Each eligible Executive Committee member may vote for one nominee in the final election.

13A.6. The Past-Chair will tabulate the final election votes and report the results to the Section on Tumors membership within the first 15 days of January leading up the annual AANS meeting. In an election of 2 nominees, the nominee with the highest vote count will be the winner of the election. If there are 3 or more candidates, election will require a >50% of the votes. If in this instance, >50% is not achieved, the election will be re-run with the top two candidates. This will occur expeditiously after the prior final vote deadline.

13A.7 Eligible voters for nominations and elections will consist of the Executive Committee members who (1) have had their names published in the most recent available Section on Tumors Newsletter as Executive Committee members and/or Advisory Council members and (2) have attended at least one of the prior three EC Meetings. The intent of this is to ensure that election occurs with working knowledge of the candidates.

13A.8 The term of the newly-elected Secretary will commence at the end of the next annual AANS meeting.

13B. Succession to Treasurer: At the completion of the Secretary's term, the officer will automatically succeed to the position of Treasurer. The term will commence at the end of the next annual AANS meeting.

13C. Succession to Chair-Elect: At the completion of the Treasurer's term, the officer will automatically succeed to the position of Chair-Elect. The term will commence at the end of the next annual AANS meeting.

13D. Succession to Chair: At the completion of the Chair-Elect's term, the officer will automatically succeed to the position of Chair. The term will commence at the end of the next annual AANS meeting.

13E. Succession to Past-Chair: At the completion of the Chair's term, the officer will automatically succeed to the position of Past-Chair. The term will commence at the end of the next annual AANS meeting.

13F. Transition from two-year officers' structure to one-year.

13F.1 At the time of the first election for the new one-year position leadership structure, both a Secretary and a Treasurer will be elected following the steps outlined in 13A. The succession thereafter will occur as noted in sections 13B-13E