

# Society of Gynecologic Oncology

## Committee Descriptions

### Breast Cancer Committee

Promotes the provision of comprehensive, patient-centered, breast health and cancer care of women including education, research, screening, prevention and treatment.

#### Committee Responsibilities:

- Establishes and implements the SGO Breast Cancer Fellowship pilot sites
- Researches and obtains funding opportunities to support fellowship
- Develops ideas for education and certification of breast cancer care
- Remains informed of all emerging issues in breast malignancies and utilizes best method of dissemination to SGO Membership

#### This Committee is recommended for Members who are:

- Understand the pivotal role the gynecologic oncology community could have in granting women comprehensive breast health care, education, and multimodality evidence and outcome-based treatment of breast cancer
- Interested in developing and providing education and certification in breast cancer care
- Experienced in breast cancer care

#### Time Commitment:

- Participation in 4 conference calls per year
- Spend 5-20 hours per year on various projects
- Attendance at a face-to-face committee meeting at the Annual Meeting on Women's Cancer

### Bylaws Committee

Evaluates and drafts amendments to the Bylaws of the Society as charged by the Board.

#### Committee Responsibilities:

- Presents amendments as needed to the Board
- Presents amendments approved by Board to the Membership for an approval vote
- Works with staff and SGO legal counsel to ensure compliance with the laws of the state and incorporate them into the existing bylaw framework

#### This Committee is recommended for Members who:

- Are familiar with the SGO Bylaws

#### Time Commitment:

- Attendance at a face-to-face meeting at the Annual Meeting on Women's Cancer (if needed)
- Participation in conference calls as needed
- Dedicate time to evaluate proposed amendments to the bylaws as charged by the Board

### Coding Committee

Provides education on the topics of medical coding and billing, physician reimbursement, and associated Medicare regulations.

#### Committee Responsibilities:

- Makes recommendations on coding education content and programs
- Participates in answering coding questions submitted through SGO website
- Participates in the annual review of the FAQs posted on SGO website
- Assists in the development and presentation of coding webinars and lectures as requested by the chair
- Assists in the review and development of coding information and tools found on the SGO website
- Makes recommendations with regards to development and/or revision of CPT and/or ICD codes
- Monitors coding and reimbursement regulations pertinent to the SGO membership

#### This Committee is recommended for Members who:

- Have an interest in CPT coding or who have specific expertise related to CPT coding

#### Time Commitment:

- Serve as resource on a rotating basis to SGO staff for coding questions submitted via email
- Time commitment varies but is generally 1-2 hours per quarter. Able to dedicate approximately 1-2 hours annually for the review of the FAQs
- Participation in approximately one conference call per year and one committee meeting per year. The committee meeting will be held at the Annual Meeting on Women's Cancer or through a scheduled conference call.
- Attend at least one coding webinar or live coding presentation and develop a functioning expertise in CPT and ICD-9 coding

### Communications Committee

Develops monitors and evaluates SGO public relations, media relations, advocacy efforts and member communications programs and projects. Creates awareness of the role of the gynecologic oncology subspecialty in the prevention and treatment of women's cancers through communications vehicles aimed at both lay and professional audiences.

#### Committee Responsibilities:

- Remains informed of all emerging issues in Gynecologic Oncology and suggests issues to address to members, media and public
- Develops and approves Lay Position Statements and promotes SGO Clinical Practice Statements and other Society reports as appropriate
- Develops and reviews materials for the committee's Annual Meeting Media Relations campaign
- Serve as a media spokespersons when approached by consumer/trade news outlets and able to respond to specific requests in a timely manner, depending on reporter deadlines
- Contributes to SGO Government Relations (GR) materials and advocacy efforts in conjunction with GR committee
- Evaluates and provides strategic input on various ways SGO can implement social media vehicles to enhance the Society's online presence

- Reviews NRG Oncology abstracts and provides feedback regarding possible promotion to SGO members

This Committee is recommended for Members who:

- Have interest in promoting the Society through multiple communication vehicles and willing to serve as a media spokesperson for the Society via interviews, news stories, advocacy efforts
- Have interest in contributing to and reviewing clinical statements (and other communication documents) that are distributed on behalf of the Society

Time Commitment:

- Attendance at a face-to-face meeting at the Annual Meeting on Women’s Cancer
- Participation in one full committee conference call and 3-4 working group conference calls or as necessary each year
- Participation on various volunteer work group assignments as necessary

### **Clinical Practice Committee**

Addresses multidisciplinary practice and management issues that impact the care of women with gynecologic malignancies; aims to provide information to appropriate audiences that may assist healthcare providers in delivering the highest quality of care to their patients.

Committee Responsibilities:

- Reviews and assesses existing SGO clinical practice guidelines and updates them as necessary to ensure accuracy and best practice
- Develops clinical documents, of either clinical opinion or evidence based research, on important issues in Gynecologic Oncology
- Reports as a liaison to fellow oncologic organizations to share best practice guidelines and exchange upcoming news and events within the oncology community.
- Collaborates with fellow oncologic organizations/colleagues to deliver “joint” clinical documents on emerging issues in gynecologic cancer

This Committee is recommended for Members who are:

- Experienced in writing for publication
- Interested in participating in the development of best practice guidelines regarding significant topics of gynecologic cancer
- Enjoy communicating and collaborating with fellow oncologic organizations to learn about/exchange best practice information and emerging news within the oncology community

Time Commitment:

- Participation in 4-6 full committee conference calls per year
- Participation in 3-5 conference calls per year for specific subcommittee/work group
- Spend 5-20 hours per year on developing various manuscripts, standby statements, review and provide input toward consensus statements of fellow organizations, etc.
- Attendance at a face-to-face meeting at the Annual Meeting on Women’s Cancer

### **Education Committee**

Identifies educational needs, develops educational activities in various learning formats for the multidisciplinary women’s cancer care team, and aims to assure all educational activities are in compliance with Accreditation Council for Continuing Medical Education (ACCME®) standards. Subcommittees include: Compliance and Learning Development. Workgroups Include: Joint Accreditation (2015 only), Journal Review, ConnectEd content development, ConnectEd maintenance, GoodHealth debate series.

Committee Responsibilities:

- Reviews and assesses all new and existing education initiatives
- Develops ideas for new education offerings for live meetings and e-learning courses based on learning gaps determined through expert opinion and evaluations
- Provides input on all compliance policies and statements

This Committee is recommended for Members who are:

- Experienced in medical education
- Experienced as faculty for scientific meetings
- Familiar with e-learning technology

Time Commitment:

- Attend 1-2 face- to-face meetings per year
- Participation in 4-6 conference calls per year
- Participation in 3-8 conference calls per year for specific subcommittee and workgroup assignments
- Attend the SGO Annual Meeting on Women’s Cancer
- Spend 10-15 hours per year on project development

### **Finance Committee**

Prepares the annual budget for consideration of the Board, reviews the annual audit and makes recommendations to the Board about the financial affairs and investments of the Society.

Committee Responsibilities:

- To understand the current and projected financial position of The Society
- To review and recommend the annual budget
- To review, and recommend financial policies
- To communicate to the Board the financial position of The Society

This Committee is recommended for Members who:

- Have an interest in, and aptitude for, financial information
- Have an MBA or other type of business education is a plus, but not requirement

- Are willing to make an extended time commitment to evaluate and understand the financial structure of the Society

Time Commitment:

- Attendance at a face-to-face meeting at the Annual Meeting on Women’s Cancer
- Participation in monthly conference calls as necessary
- Participation in ad hoc meetings, as necessary

**Government Relations Committee**

Monitors legislative and regulatory activity at the national level and proposes new policies and programs where appropriate.

Committee Responsibilities:

- Educates members of congress and other national policy figures in support of programs that impact gynecologic oncology
- Work on grassroots programs to encourage SGO members to contact members of congress and policy makers
- Review draft regulations and discuss SGO’s response
- Review pieces of legislation to determine SGO’s interests
- Determine SGO’s involvement in issue specific coalitions
- Actively support continuation of the Ovarian Cancer Research Program at the Department of Defense
- Coordinate with other SGO Committees on creation of alternative payment models for physician reimbursement

This Committee is recommended for Members who are:

- Interested in public policy and its impact on the practice of gynecologic oncology and the research funding for these cancers
- Willing to contact their elected officials and also meet with them in their district offices
- Have a relationship with their elected officials (preferred)

Time Commitment:

- Periodic conference calls
- Attendance at a face-to-face meeting at the Annual Meeting on Women’s Cancer
- Complete calls and submit letters multiple times throughout the year to elected officials
- Schedule a district office visit or practice tour with elected official(s)

**International Committee**

Provides strategic review and counsel for SGO’s international initiatives and programs.

Committee Responsibilities:

- International relations
- International educational programming
- International member benefits
- International training and mentorship opportunities
- Humanitarian outreach activities

This Committee is recommended for Members who:

- Have demonstrated leadership within a multidisciplinary oncology setting
- Are active in international gynecologic oncology communities
- Are willing to commit their knowledge and resources in the promotion of the SGO’s strategic goals, people and programs

Time Commitment:

- Attendance at a face-to-face meeting at the Annual Meeting on Women’s Cancer
- Participation in monthly conference calls as necessary
- Participation in ad hoc meetings, as necessary

**Membership Committee**

The SGO Membership Committee is comprised of multidisciplinary SGO members responsible for overseeing the recruitment and retention of a multidisciplinary member base. Committee members also serve as society ambassadors to our members and friends.

Committee Responsibilities:

- Listening to the needs of our members and prospective members to better develop programs, products and services
- Reviewing recruitment and retention plans to grow, satisfy and sustain members
- Examining member criteria, ruling on applicant eligibility, and proposing new members for acceptance
- Welcoming new members to the SGO member family
- Creating opportunities to engage and recognize members

Time Commitment:

- Participate in conference calls to work towards achieving the committee’s work plan and goals
- Attendance at a face-to-face meeting at the Annual Meeting on Women’s Cancer
- *Application Review Subcommittee:* Review member applications online as needed
- *Early Career Professionals Subcommittee:* Project work throughout the year as needed
- *Advanced Practice Provider-Nurse Clinician (APP-NC) Subcommittee:* Project work throughout the year as needed

**Nominating Committee**

Provides a slate for the election of officers and Board members to the SGO Board of Directors for approval and voted on by the membership.

Committee Responsibilities:

- Recommends policies and procedures to the Board for the nominations process
- Reviews applications for open Board positions and provides a recommended slate to the Board and Membership

This Committee Is recommended for:

- Seasoned Full Members in good standing who have displayed a commitment to the Society

Time Commitment:

- Participation in conference calls as necessary
- Must dedicate time to review all applications for Board and Officer positions

**Publications Committee**

Reviews Society manuscripts for scientific integrity and appropriate representation of SGO prior to submission to peer-reviewed journals.

The Committee is recommended for Members:

- Two of whom are at early career stage
- Two at intermediate career stage
- Two at senior career stage
- Able to conduct committee business on short notice

Time Commitment:

- Committee members have two weeks to read and comment on manuscripts submitted to the committee. Estimated number of manuscripts submitted each year: 3-5
- Conference calls throughout the year as needed
- Attendance at a face-to-face committee meeting at the Annual Meeting on Women’s Cancer, if necessary

**Quality & Outcomes Committee**

Promotes quality outcomes research in gynecologic malignancies, assumes a leadership role in defining indicators of quality gynecologic oncology care, and fosters the development of tools and expertise to advance the delivery of high quality gynecologic oncology care to women. Positions SGO to become involved in competitive research grants and establish quality metrics.

Subcommittees and work groups include:

<b>Outcomes Research</b>	<b>Quality Measures Development</b>	<b>Registry Development</b>
<ul style="list-style-type: none"><li>• NCDB Ovarian Cancer Project</li><li>• NCDB Endometrial Cancer Project</li></ul>	<ul style="list-style-type: none"><li>• Ovarian Cancer Measure Development</li><li>• Endometrial Cancer Measure Development</li><li>• Cervical Cancer Measure Development</li></ul>	<ul style="list-style-type: none"><li>• Registry Data Reporting</li><li>• Registry Data Integrity</li><li>• Registry User Feedback</li></ul>

Committee Responsibilities:

- Identifies potential areas for improvement in efficiencies of care in gynecology oncology
- Develops quality measures for the subspecialty of gynecology oncology
- Implement developed measures into a reliable registry/database to be collected on and validated accurately
- Keeps informed of all emerging quality and outcomes issues in Gynecologic Oncology
- Collaborates with fellow organizations to learn more/exchange ideas about improving the quality of women’s health care
- Participates in various appropriate roundtable discussions concerning issues in the quality of care for women with gynecologic malignancies.

This Committee is recommended for Members who are:

- Driven to improve the practice of gynecologic oncology care by increasing awareness of outcomes data and applying this knowledge into practice
- Experienced/interested in developing outcomes measures
- Experienced/Interested in Comparative Effective Research
- Interested in collaborating with fellow organizations in the oncology community to learn/share knowledge of emerging issues in quality of care

Time Commitment:

- Participation in 4-6 full committee conference calls per year
- Participation in 5-6 conference calls per year for specific subcommittee/work group
- Spend 5-20 hours per year on various project development, research, etc.
- Attendance at a face-to face committee meeting at the Annual Meeting on Women’s Cancer

## **Research Institute for Gynecologic Oncology**

(Not a standing committee)

The Research Institute will promote the advancement of gynecologic cancer care through collaboration, discovery and innovation and will strategically fund and promote outcomes research that bridges existing gaps within the field of gynecologic oncology.

By utilizing innovative approaches and alliances between the Foundation for Gynecologic Oncology, Society of Gynecologic Oncology and multiple partners, the Research Institute will dedicate resources to enhance our understanding of quality outcomes and comparative effectiveness research, clinical innovations research and cancer survivorship research as it relates to survivors of gynecologic cancer.

Select, evidence-based discoveries will be disseminated to SGO members and parlayed into public awareness campaigns to offer the public and health care providers the tools to make the best possible informed decisions about optimal treatment and care options.

### Responsibilities:

- Participate in committees that assist in support the mission of the research institute. Also may be asked to mentor and guide young investigators.

### Time Commitment:

- Periodic Conference calls

## **Development Committee**

Provides development and fundraising guidance for the Foundation, and is responsible for member and industry fundraising.

### Committee Responsibilities:

- Participates in all fundraising activities for SGO and the Foundation
- Offers input and guidance on all development-related activities
- Approaches potential supporters
- Develops ideas and options to raise support for SGO and the Foundation

### This Committee is Recommended for Members who:

- Wish to participate in strategic decision-making for SGO Development
- Are willing to engage SGO members and industry to discuss financially supporting SGO
- Are willing and able to participate on solicitation calls and meetings with potential supporters

### Time Commitment:

- Attendance during face-to-face committee meeting at the Annual Meeting on Women's Cancer
- 6-8 committee calls per year – 30 minutes to an hour each
- Periodic solicitation calls and emails – 5-10 hours per year