

# Society of Gynecologic Oncology

## Committee Descriptions

### **SGO & FWC 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

### **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 3 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, practice 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

### **SGO and FWC 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 and Foundation work as appropriate
- Develops and reviews science-based content of SGO/FWC websites and other educational materials
- 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
- Evaluates and provides strategic input on various ways SGO can implement social media vehicles to enhance the Society and Foundations online presence
- Reviews NRG Oncology abstracts when available and provides feedback regarding possible promotion to SGO members and the public

This Committee is recommended for Members who:

- Have interest in promoting the Society and Foundation 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
- Willing to respond on short notice to time-sensitive inquiries.

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**

#### **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)/Joint Accreditation standards. Subcommittees include: Compliance and Learning Development. Workgroups Include: Journal Review, ConnectEd content development, and ConnectEd maintenance. Other workgroups to be developed as needed.

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

#### **SGO & FWC Finance Committee**

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

Committee Responsibilities:

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

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 and Foundation

Time Commitment:

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

#### **International Committee**

Provides strategic review and counsel for SGO's international initiatives and programs as well as International membership recruitment and engagement.

Committee Responsibilities:

- Work with SGO committees, staff and outside International organizations to engage SGO members and volunteers in gynecologic oncology global initiatives.
- Identify program offerings designed to grow and retain the international member base as well as improve International educational programming.

- Help to identify, update and maintain member benefits for individuals practicing outside of the U.S.
- Identify international nonmember target markets.
- Actively support humanitarian outreach activities, training and mentorship opportunities.
- Participate in international training and mentorship opportunities.

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, members and programs.

Time Commitment:

- Attendance at a face-to-face meeting at the Annual Meeting on Women's Cancer.
- Participation in quarterly 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:

- Develop programs, products and services to ensure value is delivered to SGO membership.
- Listen to the needs of SGO members and prospective members.
- Review membership recruitment and engagement plans to grow, satisfy and sustain SGO membership.
- Examine membership policies, membership qualification criteria and evaluate member categories to ensure SGO is following the gynecologic oncology market trends.
- Create a welcoming environment for all new SGO members.
- Create opportunities to engage and recognize members through member communications.

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
- *Recruitment and Engagement Subcommittee*: Project work throughout the year as needed
- *Special Interest Group Subcommittee*: Project work throughout the year as needed

### **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: 5-10
- 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