

# Society of Gynecologic Oncology

## Committee Descriptions

### Advanced Practice Provider (APP) Taskforce

#### Taskforce Responsibilities:

The primary function of the Society of Gynecologic Oncology (SGO) Advanced Practice Provider (APP) Task Force is to identify and address issues relevant in Gynecologic Oncology for Advanced Practice Providers. In addition, the APP Task Force will support and foster the role of APP's and advise the society as well as the SGO Board of Directors on emerging issues as they relate to education, practice and research. The APP Task Force is a pilot task force that will provide reporting directly to the SGO Board of Directors.

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

The APP Task Force will be composed of the Task Force Chair and ten (10) additional Task Force members that represent SGO members practicing as Nurse Practitioners, Advanced Practice Providers and Nurses. Task force members generally serve for the duration of the project. New Task Force members may be added as expertise is required.

#### Time Commitment:

The APP Task Force shall meet bi-monthly via conference call and shall hold additional meetings as necessary or appropriate in order for the Task Force to fulfill its responsibilities. In addition, the Task Force will also have one (1) in-person meeting the Annual Meeting.

### 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 statements/manuscripts 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 projects
- Spend 5-20 hours per year on developing various manuscripts, practice statements, review and provide input toward consensus statements of fellow organizations, etc.
- Attend in person meeting during the Annual Meeting on Women's Cancer

### Communications Committee (SGO and FWC)

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

### **Diversity & Inclusion Taskforce**

Taskforce Responsibilities: Identify and execute strategies to increase diversity and inclusion in SGO membership, staff, committee participation, and gynecologic oncology professions and to improve clinical care and outcomes of minority patients.

Time Commitment:

- Participate in conference call as needed throughout the year (approximately 3-5)
- Attend face-to-face committee meeting at the Annual Meeting on Women's Cancer
- Spend 10-20 hours reviewing data, drafting documents, developing recommendations

### **Early Career and GOFRN Task Force**

The overarching charge of the Early Career Task Force is to connect the elected and/or appointed early career leaders from each official SGO and FWC committee to ensure SGO meets the needs of members at the early stage of their careers through education, programs and other services provided by SGO and/or Foundation for Women's Cancer (FWC).

Task Force Responsibilities:

- Be the voice for early career members within the SGO and FWC;
- Create member-driven strategies to address needs and desires of early career members;
- Engage and educate early career gynecologic oncology professionals about the basics of gynecologic oncology and the importance of appropriate prevention, screening, and referrals;
- Act as the liaison to official SGO and FWC Committees to obtain input and develop recommendations to ensure member value and benefits are delivered among the early career member audience; and
- Deliver a unified message on behalf of all early career members to SGO leadership.

This Committee is recommended for Members who:

- Resident and/or Student member
- Fellow-in-Training member
- Board Certified Gynecologic Oncologist who is within 7 years of fellowship graduation
- Advanced Practice Provider who is a new Gynecologic Oncology professional

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.

### **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 Joint Accreditation standards, which includes Accreditation Council for Continuing Medical Education (ACCME), American Nurses Credentialing Center (ANCC), and Accreditation Council for Pharmacy Education (ACPE). Subcommittees include: Compliance, Learning Development, and Accreditation. 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
- Reviews outside organizations' applications that seek SGO endorsement
- Review current education documentation and files to provide feedback regarding education program accreditation compliance in preparation and maintenance of reaccreditation.

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 (SGO & FWC)**

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: 10-15
- Conference calls throughout the year as needed
- Attendance at a face-to-face committee meeting at the Annual Meeting on Women's Cancer

### **Palliative Care Taskforce**

The Palliative Care Task Force serves SGO Members interested in hospice and palliative care medicine. The group aims to improve communication skills with our patients, health care team and other healthcare team members.

#### Taskforce Responsibilities:

- Create education related to palliative care for SGO members;
- Collaborate with outside organizations on projects and research to ensure palliative care needs are being addressed within all of women's cancer care; and
- Maintain a community for members who are board certified in palliative care or interested in a palliative network to share ideas, cases, research and education; and
- Create tangible products that address palliative care issues and advocacy to the attention of other groups within SGO.

#### Time Commitment:

- Participate in 3 full committee conference calls per year
- Participate in conference calls as needed for specific workgroup initiatives
- Attend in person meeting during the Annual Meeting on Women's Cancer, if necessary