

Society of Gynecologic Oncology Committee Descriptions

Advanced Practice Provider (APP) Committee

Taskforce Responsibilities:

The primary function of the Society of Gynecologic Oncology (SGO) Advanced Practice Provider (APP) Committee is to identify and address issues relevant in Gynecologic Oncology for Advanced Practice Providers. In addition, the APP Committee 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.

Composition of the Committee:

The APP Task Committee will be composed of SGO members practicing as Nurse Practitioners, Physician Assistants, Advanced Practice Providers and Nurses.

Time Commitment:

The APP Task Committee shall meet via conference call and hold additional meetings as necessary or appropriate in order for the Committee to fulfill its responsibilities. In addition, the Committee will also have one (1) in-person meeting the Annual Meeting. Projects the committee will be working on include Allied Healthcare Workshop with the ½ day Pharmacology course and 2019 APP Practice survey.

Clinical Practice Committee

Addresses multidisciplinary practice and management issues that impact the care of women with gynecologic malignancies. Additionally, the committee provides 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 literature and update 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 spokesperson 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

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, e-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 developing team-based education
- Experience in developing education for health care professionals (MDs, APPs)
- 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

Governance Committee

The Governance Committee assures SGO's governance structure and operations are continually improving – resulting in the best possible Return on Governance (ROG) for the Society. Includes assuring individual Board and committee members are appropriately oriented and supported in their role as association leaders.

Composition

The Chair of the Governance Committee will be the Immediate Past President (one-year term).

Committee Responsibilities

- Oversee the board and committee orientation process, including assuring up-to-date orientation materials are available
- Administer board and committee member continuing development, mentoring, and coaching programs
- Assure the following are reviewed at least annually for relevance and possible editing:
 - Governance policies
 - Member leader job descriptions
 - Governance decision-making model
- Facilitate administration, at least annually, of governance self-assessment (independent external assessment)
- Assure an effective process is administered to assess the contributions of individual member leaders and committee members
- Provide semi-annual reports (March and July) of Committee progress to the board
- Oversee revision of the SGO bylaws to align with the current governance policies and structure

Time Commitment:

- Attendance at a face-to-face meeting at the Annual Meeting on Women's Cancer, except at the 2019 Annual Meeting in Honolulu, HI.
- Participation in quarterly conference calls as necessary.
- 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