



## **Society of Gynecologic Oncology & Foundation for Women's Cancer Committee Descriptions**

### **Advanced Practice Providers (APP) Committee**

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 APPs and advise the society as well as the SGO Board of Directors on emerging issues as they relate to education, practice, and research.

#### Committee Responsibilities:

- Develop educational resources for APPs working in various settings within gynecologic oncology
- Actively engage with the committee and its projects, as well as SGO on a broader scale
- Provide guidance for the development of the Allied Health Professionals Meeting

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

- Interested in developing educational content and networking opportunities for Associate Members of SGO
- Practicing as Nurse Practitioners, Physician Assistants, Registered Nurses, and other Allied Health Professionals as appropriate (ie: genetic counselors, pharmacists)
- It is also recommended to have one physician serve on the committee

#### Time Commitment:

- Participation in quarterly committee calls via Zoom, with possible in-person committee meeting at the SGO Annual Meeting
- Participation in additional workgroup calls for specific projects as needed, often completing workgroup tasks on your own time between meetings

### **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 patient care.

#### Committee Responsibilities:

- Review and assess existing SGO clinical practice literature and update as necessary to ensure accuracy and best practice
- Develop clinical documents, of either clinical opinion or evidence-based research, on important issues in gynecologic oncology
- Collaborate 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 colleagues in oncologic organizations outside of gynecologic oncology 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 10-25 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 & 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:

- Stays informed on past, current and forthcoming advancements, concerns, and issues in gynecologic oncology; shares this knowledge with fellow committee members and SGO/FWC communications staff for use strategically across both SGO and FWC external and internal communication platforms
- Creates, develops and/or approves lay and science content for SGO/FWC content channels and meetings/events; maintains and evaluates resources for accuracy and reader/view interest
- Serve as a proactive and reactive media spokesperson; seek out ways to proactively pitch content to media outlets and respond in a timely manner when approached by consumer/trade news outlets for comment

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:

- Attend full committee meeting during the Annual Meeting on Women's Cancer
- Participate in one full committee conference call and 3-4 working group conference calls or as necessary each year
- Participate on various volunteer workgroup/subcommittee assignments

**Diversity, Inclusion and Health Equity Committee**

To foster greater diversity, equity, inclusion, and accountability within the SGO, Foundation for Women's Cancer (FWC) and the larger health care community to improve health outcomes for all patients led by the DIHE Committee.

*Subcommittees include Gender Equity and Health Equity. Other subcommittees may be developed as needed.*

Committee 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 underrepresented minority (URM) patients.

This Committee is recommended for Members who are:

- Interested in supporting initiatives that diversify and develop future generations of health care professionals who treat and care for gynecologic cancer patients
- Enjoy identifying research and education aimed at improving health outcomes for diverse patient populations

Time Commitment:

- Engage in implementation of DIHE strategic plan
- Participate on various work group assignments
- Participate in conference call as needed throughout the year (approximately 3-5)
- Attend full committee meeting during the Annual Meeting on Women's Cancer
- Spend 10-20 hours reviewing data, drafting documents, or 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 Chemotherapy and Targeted Therapies, Clinical Trials Management/Concepts, Compliance, ConnectEd, Opioid/ERAS, and Surgical Education. Other subcommittees to be developed as needed.*

Committee Responsibilities:

- Reviews and assesses all new and existing education initiatives, also review outside organizations' applications that seek SGO endorsement
- 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
- 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:

- Any experience level in cancer and ready to collaborate to achieve team-based goals and new educational opportunities.
- Providers with an enthusiasm for teaching who want to reach out to a diverse group of cancer care providers
- All provider types are welcome (gynecologic oncologists, radiation oncologists, medical oncologists, allied health professionals, pharmacists, and trainees)

Time Commitment:

- Attend 1-2 face- to-face meetings per year
- Participation in 3-4 full committee conference calls per year
- Participation in 8-12 conference calls per year for specific subcommittee and workgroup assignments
- Attend the SGO Annual Meeting on Women's Cancer
- Spend 25-30 hours per year on project development

### **Ethics Committee**

Develop SGO core values that are standards of conduct that define essential and honorable behavior for the members of SGO.

#### Committee Responsibilities:

- The primary function of the Ethics Committee is
- Develop a process for resolving ethical issues
- Manage, review, and make recommendations to the Board of Directors relative to mitigate conflict of interest (COI) and risks associated with COI.

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

- Interested in Ethics and making recommendations to the SGO Board of Directors relative to the committee's primary function.

#### Time Commitment:

- Meet virtually each month and hold additional meetings as necessary or appropriate for the Committee to fulfill its responsibilities.
- The Committee may also have one (1) in-person meeting at the Annual Meeting, when possible.

### **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 the annual audit
- 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

### **FWC Patient Education Committee**

Responsible for the oversight, development, and delivery of all Foundation for Women's Cancer (FWC) patient education about gynecologic cancers and strives to provide up to date, easily accessible and innovative materials and programming in topics encompassing gynecologic cancer prevention, risk reduction, treatment, supportive care and survivorship. The committee efforts will continue to support FWC as a unifying force in the gyn cancer advocacy community.

#### Committee Responsibilities:

- Integrate and transition the ongoing strong and diverse efforts in patient education in SGO Committees (Communications and Education) and FWC under the umbrella of the FWC Patient Education Committee.
- Programming and materials will continue to include print materials, online resources, and novel live/webinar interactive events.
- Focus on improving equitable dissemination and utilization of patient education resources with particular attention to under-resourced or vulnerable populations of patients. This will include resources directly available: to gynecologic cancer patients/survivors and caregivers; for Gynecologic Cancer care providers (MD, APPs, RN etc.) to share with their patients; and for local and national advocacy or support organizations to share with their communities about gynecologic cancer support and care.

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

- Strong interest in patient centered care and education
- Enthusiasm and interest or experience in the creating and exploring novel dissemination of educational materials
- Providers who already collaborate or are interested in collaborating creatively with local and national advocacy organizations on gynecologic cancer education
- The Committee welcomes members from diverse practice settings including those in academic and private practices and those in community or safety net hospitals

#### Time Commitment:

- Participation in Monthly Conference Calls of the entire FWC Education Committee
- Attend the in-person meeting at the SGO Annual Meeting on Women's Cancer and assist with patient-centered activities planned by the committee
- Participate in various volunteer work-group assignments and any additional calls as driven by the work-group leader

### **FWC Research & Grants**

Responsible for keeping research applications, guidelines, and all other award selection processes up to date. Assists in efforts to increase awareness of and overall number of applicants to the FWC Research Grants & Awards. Scores applications and selects final awardees to be announced at the SGO Annual Meeting.

#### Committee Responsibilities:

- Review eligibility of awardees for grants and awards
- Select awardees for the research grants and awards funded through donations raised and grants earned by the Foundation
- Update and maintain applications, guidelines, and the overall process for applicants and judges.
- Identify methods to increase the number of applications received
- Craft our process to model more advanced research grant processes to properly prepare young investigators for their futures in research

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

- Have a keen interest in gynecologic research
- Want to help young investigators develop their careers
- Are a FWC research grant or award recipient and can give their insight from an applicant's perspective

#### Time Commitment:

- Score applications for awards, grant abstracts, and full proposals
- Attend the orientation meeting and final awardee selection meeting
- Attend the full committee meeting during the SGO Annual Meeting

## **Governance Committee**

Assures the 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.

### 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
- Facilitate administration of governance self-assessment (independent external assessment)
- Assure an effective process is administered to assess the contributions of individual member leaders and committee members
- Oversee revision of the SGO bylaws to align with the current governance policies and structure when applicable

### This committee is recommended for members who:

- Have an interest in governance
- Want to help SGO develop best practices in governance

### Time Commitment:

- Participation in quarterly conference calls as necessary
- Participation in ad hoc meetings, as necessary

## **Honors & Awards Committee**

Establish criteria and best practices for SGO Honors and Awards program.

### Committee Responsibilities:

- Review all nominations for each award category
- Develop a slate of recipients for the SGO Board of Directors for approval for the Distinguished Service, Innovation Award, Harry Long Award, Humanitarian & Volunteerism Award, and the Surgical Mentor Award.

### This committee is recommended for members who:

- Are interested in the recognition of SGO members, advocates and others in the gynecologic oncology community

### Time Commitment:

- Attend two virtual meetings
- Spend approximately 2-4 hours reviewing all award nominations

## **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
- 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

This committee is recommended for members who:

- Have an interest in developing messaging for different target audiences within SGO membership
- Want to help the society attract and retain new members
- Would like to share ideas for membership engagement and recognition

Time Commitment:

- 1-2 full committee conference calls per year to work towards achieving the committee's work plan and goals
- 2-3 subcommittee calls per year, depending on current projects
- Attend full committee meeting during the Annual Meeting on Women's Cancer

### **Nominating Committee**

Establish criteria and best practices for application review and preparing a slate of candidates.

Committee Responsibilities:

- Review all applications for open positions on the SGO Board of Directors
- Develop a slate of candidates to the SGO Board of Directors for approval.
- Educate the membership on what board members do including time commitment and requirements, how to apply for an open position, what you gain as a board member as well as the open board positions.

This committee is recommended for members who:

- Are interested in educating the membership on open board positions, time commitment, etc.
- Want to assist with the leadership pipeline of SGO.

Time Commitment:

- Attend two virtual meetings
- Spend approximately 5 or more hours reviewing all board of directors' applications.

### **Palliative Care Committee**

Maintain a community of members who may be fellowship trained in hospice and palliative medicine, board certified in hospice and palliative medicine or have special training or interest in primary palliative care skill sets such as communications. Committee members will share ideas, cases, research, and education to further educate the greater SGO membership.

Committee 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
- Maintain a community of members who are board certified in palliative care or interested in a palliative network to share ideas, cases, research and education
- Create tangible products that address palliative care issues and advocacy to the attention of other groups within SGO

This committee is recommended for members who:

- Have an interest in palliative care
- Have training, fellowship or other, in palliative medicine
- Want to bring palliative care resources and education to the membership



Time Commitment:

- Participate in 2-3 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

**Publications Committee**

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

Committee Responsibilities:

- Reviews Society manuscripts for scientific integrity
- Provides recommendations for the use of published content outside of journal publication.

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

**Wellness Committee**

The mission of the SGO Wellness Committee is to educate fellow SGO members on various wellness topics as well as provide resources and various opportunities to participate in wellness-promoting events. The committee is currently composed of several workgroups: Annual Meeting, Communications, and Education.

Committee Responsibilities:

- Annual Meeting: Assist in planning wellness activities and a postgraduate course for the SGO Annual Meeting. Past activities have included a Wellness Zone including seated massage, Tweeting wellness tips, Welcome Reception entertainment, Yoga, Step Challenge and Fun Run.
- Communications: Assist with recruiting volunteers to write a monthly wellness blog for *SGO Issues*. Committee members may also volunteer to write a blog. Collect and review wellness resources for the SGO website.
- Education: Assist in developing educational resources for members, including scholarly publications. Past projects have included a Wellness Curriculum and manuscripts on wellness and burnout in Gynecologic Oncology.

The Committee is recommended for Members who:

- Have an interest in physician wellness and advocating for systematic changes within the subspecialty
- Enjoy educating colleagues ways to mitigate burnout and integrate wellness strategies in work/life activities

Time Commitment:

Participate in 2-3 full committee conference calls per year

Participate in activities and conference calls for specific workgroup initiatives



## **Health Policy and Socioeconomic Committee (HPSE) Subcommittee Descriptions**

The four subcommittees listed below receive oversight and direction from the Health Policy and Socioeconomic Committee. Subcommittee members will engage in several projects during the year, some of which require groups to work together.

Members will be selected for their expertise or willingness to learn and their ability to dedicate sufficient time to work on projects both independently and within working groups. Subcommittee Members must be dedicated, attentive and able to conduct research and complete assignments in a timely manner

### **Coding and Reimbursement Subcommittee**

Represents the interest of gynecologic oncologists regarding regulatory and other issues, such as coding questions and education, Medicare payment regulations, and CPT code changes that impact coding, billing, and reimbursement.

#### Subcommittee Responsibilities:

- Assists in the development of coding education for the membership. IE webinars, coding course, coding corner, coding Q&A and other resources
- Review annual Medicare Physician Fee Schedules and provide arguments for comment letter
- Provide clinical responses and arguments to NCCI edits
- Monitors Medicare local coverage policies and private insurance coverage policies for new technology and for limitation on existing procedures. Coordinate SGO's response
- Coordinates with other medical societies such as ACOG, ACS, ASCO,AMA etc. on coding and Medicare payment policy regulations

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

- Knowledgeable in CPT coding and Medicare reimbursement policy
- Willing to review federal regulations and provide comment with guidance from Staff Liaison
- Able to dedicate time to complete short-term projects and research/answer incoming coding questions

#### Time Commitment:

- Participation in quarterly conference calls throughout the year and one committee meeting per year at the Annual Meeting on Women's Cancer. Participation in project conference calls as needed
- Serve as resource on a rotating basis to SGO staff for coding questions submitted via email
- Minimum 1-3 hours per month depending on projects being conducted
- Attend coding webinars and live coding course at Annual Meeting and develop a functioning expertise in CPT and ICD-10 coding and Medicare reimbursement policy and processes

### **Legislative Affairs Subcommittee**

Monitors legislative and regulatory activity at the national level and drafts fact sheets and papers on Federal legislation, policies, and programs where appropriate and participates in SGO grassroots activities.

#### Subcommittee Responsibilities:

- Ensures that policies enacted and implemented by the government are favorable to SGO members by monitoring and reviewing draft regulations and legislation and its applicability for gynecologic oncology practice
- Assists with drafting SGO responses to federal regulations, e.g., Annual Medicare Physician Payment Rules, other Medicare and Public Health Service Regulations, SGO position statements and letters
- Recruits SGO members for SGO Congressional Ambassadors program to conduct grassroots programs
- Educates Members of Congress and other national policy figures in support of programs that impact gynecologic oncology

- Actively supports continuation of the Ovarian Cancer Research Program at the Department of Defense and other Federal research funding for gynecologic cancers

This Subcommittee 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
- Interested in issues related to NCI such as research funding and clinical trials
- Interested in Medicare reimbursement issues

Time Commitment:

- Participation in quarterly conference calls, intermittent work group calls as assigned, and one committee meeting per year at the Annual Meeting on Women's Cancer
- Minimum 1-4 hours per month to complete specific projects as needed
- Attend SGO Fly-in Day
- Participate in grassroots advocacy campaigns

### **Payment Reform and Quality Subcommittee**

Monitors opportunities for SGO members to participate in alternative payment models and quality reporting programs, assumes a leadership role in defining indicators of quality care for gynecologic oncology and develops and provides education and communications regarding the future of physician payment while providing high-quality gynecologic oncology care.

Subcommittee Responsibilities:

- Review and respond to current and future payment policies to support SGO members and address multidisciplinary practice and management issues.
- Monitor the development of quality measurement systems, address challenges of quality measurement and evaluation, and provide input for the future design of effective quality reporting systems.
- Develop and test quality measures for use in Medicare and other quality improvement programs and registries.

This Subcommittee is recommended for Members who are:

- Committed to leading change and preparing members for changes in payment policy within the Medicare payment system.
- Experienced or interested in developing innovative care pathways and payment models for testing and implementation.
- Interested in collaborating with organizations in the oncology community to learn and share knowledge for the development of alternative payment models.
- Driven to improve the practice of gynecologic oncology care by increasing awareness of outcomes data and applying this knowledge into practice.
- Experienced or interested in developing outcomes and other quality measures.

Time Commitment:

- Participation in quarterly conference calls, intermittent work group calls as assigned, and one committee meeting per year at the Annual Meeting on Women's Cancer.
- Completion of various documents and/or projects related to quality measures development.
- A minimum of 10-20 hours per year dedicated to payment reform projects, reviewing, and providing input on position statements and comment letters, collaborating with other stakeholders on quality improvement projects, and other projects as assigned