Committee Handbook

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Introduction

Mission

The mission of the Society of Surgical Oncology is to improve multidisciplinary patient care by advancing the science, education, and practice of cancer surgery worldwide.

Vision

SSO's vision is "Optimal cancer care for all."

Values

SSO's stated values are:

Professionalism
Advocate for the cancer patient through integrity and ethical conduct.

Quality
Foster quality through improved understanding of cancer biology, compassionate communication and optimizing outcomes across the continuum of cancer care.

Lifelong Learning
Provide ongoing education in multidisciplinary cancer care.

Leadership
Provide leadership to the public and health professionals on the importance of surgery in multidisciplinary cancer care and to develop the discipline and its providers for the future.

Discovery
Committed to innovation and fostering better patient care.

Code of Conduct

SSO members are expected to adhere to the Code of Conduct, which can be found in its entirety in the appendix of this handbook.

Bylaws

The SSO Bylaws are a legal document that outlines how the SSO is governed. They direct many of our programs and activities, from frequency of meetings to membership requirements, voting and amendment procedures, and more. The Bylaws can be found in the appendix of this handbook.

Strategic Plan 2023-2027

SSO's Strategic Plan is organized under four pillars, each with a specific theme. Each pillar has a series of goals and objectives which were developed based on the input of more than 200 SSO members serving as strategic advisors.

SSO STRATEGIC PLAN 2023 - 2027			
Increase the SSO's Impact Worldwide	**Enhance Member Experience**	**Advance Equitable Patient-Centered Care**	**Drive the Future of Cancer Care**
Year 1 **GOAL: Champion Diversity, Equity, and Inclusion (DEI) throughout the field of cancer surgery** Objectives: ➢ Ensure DEI is reflected throughout the SSO ➢ Create and share DEI guiding principles for the Society ➢ Engage organizations representing DEI affinity groups	**Year 1** **GOAL: Make the SSO more diverse and inclusive** Objectives: ➢ Expand presence and visibility of underrepresented groups ➢ Ensure the SSO leadership composition reflects diversity ➢ Ensure meaningful engagement for underrepresented groups	**Year 2** **GOAL: Promote health equity in cancer care** Objectives: ➢ Lead effort to identify and eliminate disparities ➢ Support recruitment of diverse populations to clinical trials ➢ Design and disseminate health equity educational content	**Year 3** **GOAL: Diversify surgical oncology workforce** Objectives: ➢ Increase the pipeline of underrepresented groups ➢ Increase support and engagement of diverse students, trainees, and cancer care providers ➢ Promote the development and success of surgeon investigators
Year 2 **GOAL: Advocate for the surgical oncology perspective in multidisciplinary cancer care** Objectives: ➢ Address workforce issues and the future of surgical oncology ➢ Increase the pipeline of surgical oncologists ➢ Communicate on behalf of profession with external stakeholders	**Year 3** **GOAL: Grow domestic and international membership by establishing the SSO as the professional home for the cancer surgery team** Objectives: ➢ Ensure the Annual Meeting is a flagship event ➢ Maintain and expand scientific journal opportunities ➢ Create resources for the broader cancer surgery community	**Year 1** **GOAL: Provide high-quality continuing cancer surgery education worldwide** Objectives: ➢ Identify opportunities for dissemination of SSO resources ➢ Target diverse, multidisciplinary audiences through entire career in all practice settings ➢ Position the SSO as the primary communicator of groundbreaking research	**Year 2** **GOAL: Support professional growth and leadership development** Objectives: ➢ Provide career development resources ➢ Support leadership development ➢ Provide lifelong education and resources
Year 1 **GOAL: Develop and optimize meaningful partnerships** Objectives: ➢ Assure that SSO's strategic partnerships and collaborations are beneficial ➢ Assure that SSO liaisons represent diverse segments of the surgical cancer community ➢ Partner with subspecialty cancer care organizations to jointly advance cancer surgery	**Year 1** **GOAL: Strengthen member engagement and retention** Objectives: ➢ Define and remain focused on the SSO value proposition ➢ Retain early-career members ➢ Communicate the value of SSO membership to domestic and international stakeholders	**Year 3** **GOAL: Optimize standards across the continuum of cancer care** Objectives: ➢ Leverage SSO expertise in development of treatment recommendations ➢ Leverage tools for quality improvement ➢ Incorporate innovative methods to decrease disparities	**Year 3** **GOAL: Foster scientific investigation, discovery, and innovation** Objectives: ➢ Support research grants and facilitate research training ➢ Ensure the impact of SSO's scientific efforts ➢ Seek multipliers to be strategic partners of the SSO

Governance Structure

- The SSO governance year runs from April 1 to March 31. All committee appointments formally begin on April 1.
- Overall responsibility for governing the SSO falls on the Board of Directors which operates according to the Bylaws and Policies & Procedures Manual.
- All committees report to the Board of Directors and should recommend projects or activities that will provide membership value and support the strategic plan.
- Society-sponsored activities, programs, and services, and communications on behalf of SSO must be approved by the Board of Directors or Executive Committee.

Committee Overview

- SSO Committees, Subcommittees, Editorial and Advisory Boards, Work Groups, and Task Forces (collectively, "committees" or "volunteer groups") develop and implement projects in support of the Strategic Plan.
- The number and function varies each year depending on priorities and resources. The Bylaws identify several Standing Committees which are required. All others are appointed at the discretion of the Board.
- The President formally appoints all members of all groups every year.
- Committee members have a fiduciary relationship with the Society and are annually required to complete a Conflict of Interest disclosure and Confidentiality Agreement.
- Attendance at in-person and virtual meetings is expected. SSO does not reimburse committee members for travel expenses related to meeting attendance.
- Committees are expected to complete the assignments and achieve the outcomes outlined in their charges. Each is expected to submit at least one annual report to the Board or as required based on charges, expectations, and timelines for action.
- Failure to meet Board expectations may result in a change in Chairs or disbanding of the entire group and establishment of a new group with a new charge. Committees may also be sunset based on the changing needs of the Society and its members.

Overall Role & Responsibilities

The goal of SSO's volunteer program is to engage the talents, backgrounds, skills, and interests of active members.

SSO asks volunteer leaders to keep the following roles and responsibilities in mind when beginning a term of service with the Society:

Chair

- Be visionary and proactive in bringing issues to your committee and the Board;
- Provide critical information and data so the Board can make informed decisions;
- Understand role and responsibilities as Chair;
- Understand effective leadership within the group;
- Be prepared to lead meetings with agenda and background materials;
- Declare and update conflicts of interest as required by SSO policy;
- Lead your committee in developing and implementing programs supporting the SSO Strategic Plan;
- Communicate frequently with committee staff liaison and Board as requested;
- Work with committee staff liaison to schedule in-person and virtual meetings and prepare all agendas in an effective manner.

Vice Chair

- Assist and support the Chair to ensure effective functioning of the committee;
- Perform Chair's responsibilities when the Chair cannot be available;
- Actively participate in committee projects;
- Declare and update conflicts of interest as required by SSO policy.

Member

- Have a clear understanding of the group's charges and goals;
- Attend all in-person and virtual meetings;
- Volunteer to participate in the work of the committee;
- Respond in a timely manner to queries and requests;
- Support the group's decisions, both internally and externally;
- Function as an effective team member.

Board Liaison

- Represent the Board and provide input/direction to the group on SSO initiatives and how they relate to the Society's Strategic Plan, as needed;
- Represent the group at Board meetings and provide input, or address recommendations beyond the standard committee report, when applicable;
- Serve as an advisor on behalf of the Board, as well as a working member of the committee;
- Participate in the group's in-person and virtual meetings;
- Provide oversight of the group's work. If the group strays outside of their charges, don't hesitate to direct them back on track. Encourage them to stay focused on the assignment at hand;
- Provide diplomacy and speak candidly with the Chair or member who needs further guidance, advice and/or direction. (The SSO staff liaison may call on you for assistance if challenges arise).

Committee Appointments

- Each fall, voting SSO members apply online for open committee positions during the Application for Engagement.
- Committee leadership and staff review the applications to develop a recommended roster for the incoming President to approve.
- Applicants must be Active, Active International, APP & Associate, Candidate, Post-Fellowship Candidate, or Emeritus members of the Society in good standing.
- When a new Vice Chair is needed, they are chosen from the current committee members or a member whose two-year term is ending.
    - Exceptions are outlined in each committee charge document.
- Most committees fill open seats via the Application for Engagement. Others are filled through processes outlined in their charge documents.

Committee Charges

- Committees have a well-defined purpose, list of responsibilities, and composition outlined in a formal charge document.
- The charge documents are developed in support of the strategic plan and reviewed and approved by incoming President on an annual basis.
- Committee charges for the 2024-2025 governance year are included in the appendix to this handbook and available on the SSO website.

Committee Terms

- Terms for most committees is 2 years.
- There is no limit on the number of terms a member can serve on a committee.
- At the end of their term, members may apply for reappointment or a different committee.
- Members are strongly discouraged from serving on more than one committee at a time.
- Committee participants are reviewed annually for eligibility and evaluated for their participation and positive contributions to the successful work of the group. It is at the discretion of the Chair and staff liaison to decide to recommend that an inactive member be removed from their position.
- Most Chairs and Vice Chairs serve a two-year term, with review after year one.
- Most Board Liaisons serve for one year.

Complete details are outlined in each committee's charge document. Some exceptions include, but are not limited to:

- ACT Program Committee and Scientific Program Committee leadership serve 1 year as Vice Chair, 1 year as Chair, and 1 year as Immediate Past Chair.
- The Publications Committee is on a 5-year cycle and includes several ex-officio positions.
- All Breast Fellowship Program Directors and Co-Program Directors are automatically appointed to the Breast Fellowship Program Directors Committee. Their term runs concurrently with the member's role as Director of their Program.

- The Breast Surgical Oncology Fellowship Training Committee is a joint committee with the ASBrS. The composition and appointment process is outlined in its committee charge document.
- Chair Positions outlined by the Bylaws are as follows:
    - The President is Chair of the Executive Committee;
    - The Secretary is the Chair of the Membership Committee;
    - The Treasurer is the Chair of the Finance Committee;
    - The Third Past President is Chair of the Nominating Committee.

Meetings and Participation

- Committees must meet in an effective way at least 2 times per year, either virtually or in-person.
- If in-person, there must be a quorum. SSO does not reimburse committee members for travel to any committee meeting. Funds for meeting costs must be part of the SSO operating budget approved by the Board.

Meeting Attendance

- Committee members are expected to attend all meetings, virtual or in-person.
- Failure to attend two consecutive meetings or groups of meetings may constitute grounds for replacement.

Meeting Protocols

Each Chair and staff liaison is responsible for:

- Preparing and distributing an agenda prior to each meeting.
- Taking and recording attendance in the minutes for all meetings, including virtual meetings, noting if each member attended or was absent.
- Developing minutes for each in-person and virtual meeting.
- Submit a complete Executive Summary when presenting a proposal to the Board of Directors, when applicable.

Parliamentary Procedure

The conduct of meetings will be governed by *Roberts Rules of Order*, as most recently revised. In case of a conflict between *Roberts Rules of Order* and the Bylaws, the Bylaws will govern.

Reports to Board

Board Liaisons and/or Committee Chairs will be requested to report on the activities of their assigned committees to the Board at least once per year. When proposing a new program or project, committees must submit complete Executive Summaries. A sample can be found in the appendix to this handbook.

Committee Member Position Description

Basic Function: Actively participate in the work of the committee; provide thoughtful input to the deliberations of the committee; focus on the best interests of the Society and the committee rather than personal or constituent interests; and work towards fulfilling the committee's goals.

Work Location: Most committee meetings will be virtual and work done remotely. However, committee members are strongly encouraged to attend the Joint Committee Conference, which is held in conjunction with the SSO Annual Meeting.

Responsibilities:

- **Prepare for and attend all in-person and virtual meetings:**
  - Attend and conscientiously participate in all meetings, calls and events
  - Prepare for all meetings by thoroughly reviewing the agenda and materials provided by the staff liaison
- **Participate in SSO events:**
  - Actively participate in as many Society functions and events as possible
  - Readily communicate with staff for needed information and assistance
- **Remain informed about the SSO and the field:**
  - Specifically, the SSO's mission, policies, services, and programs
  - Stay up-to-date on occurrences and advancements in surgical oncology
- **Contribute meaningfully:**
  - Make a meaningful financial contribution to the SSO Research and Education Fund
  - Recruit new members from amongst your colleagues and peers
- **Serve as an ambassador:**
  - Keep others informed about the Society, and advocate on behalf of the organization
  - Be respectful of others and their ideas
- **Adhere to the policies and procedures:**
  - Submit your Conflicts of Interest Certification promptly on an annual basis, as well as when a new conflict arises
  - Review other written policies and procedures in order to follow them
  - Treat information and discussions as confidential
- **Publicly support Executive Leadership decisions and actions**

Qualifications: Must be an Active, Active International, Emeritus, Candidate, Post-Fellowship Candidate, or APP & Associate member.

Commitment Required: Most committees have 2-year terms. Task Forces will be disbanded once their work is complete or formalized into a Committee. The BSO Fellowship Training Committee requires a 3-year commitment.

Orientation/Training: A kick-off call will be held just after the SSO Annual Meeting each year to begin the committee's term and work.

Committees Appointed for the 2024-2025 Governance Year

Thirty-two (32) committees have been appointed for the 2024-2025 governance year.

There are five (5) standing committees defined in the SSO Bylaws (Article VII, Section1). These groups have roles and responsibilities related to the corporate existence of SSO and committee leadership, composition, and charges are specified in this handbook.

All other appointed committees and eight (8) Disease Site Work Groups have been established by SSO leadership. These committees work to accomplish specific long-term goals related to the operations of the Society or one of the disease site areas SSO focuses on. Additional task forces and work groups are appointed to accomplish a single or very narrowly defined issue, typically for two years as they assist the Board on a specific task. Their work is not recurring and are normally disbanded once the work is completed.

- Advanced Cancer Therapies (ACT) Program Committee
- Advanced Practice Providers (APP) Task Force
- Breast Disease Site Work Group
- Breast Fellowship Program Directors Committee
- Breast Surgical Oncology (BSO) Fellowship Training Committee
- CGSO Board Review Course Program Committee
- CGSO Program Directors Work Group
- CME Committee
- Colorectal DSWG
- Community Practice Surgery Committee
- Constitution & Bylaws Committee (Standing)
- Corporate Relations Committee
- DEI Advisory Board
- Development Committee
- Education Council
- Endocrine/Head & Neck Disease Site Work Group
- Executive Committee (Standing)
- Fellows & Young Attendings Committee
- Finance Committee (Standing)
- Gastrointestinal Disease Site Work Group
- HPB Disease Site Work Group
- International Committee
- Melanoma Disease Site Work Group
- Membership Committee (Standing)
- Nominating Committee (Standing)
- PSM Disease Site Work Group
- Publications Committee
- Quality Committee
- Research Committee
- Sarcoma Disease Site Work Group
- Scientific Program Committee
- Women in Cancer Surgery Work Group

Committee Staff Liaisons

Each committee has a dedicated SSO staff liaison to serve in a support and administrative role. Staff members are responsible for assisting the Chair and Vice Chair keep the committee work moving forward and focused on strategic plan goals and objectives. Additionally, the staff liaison manages operational and logistical support including:

- Overall committee administration including rosters and charges
- Scheduling calls and meetings
- Developing and distributing meeting agendas and minutes
- Assisting with project proposals and implementation plans
- Preparing presentation materials for Committee Chairs presenting project proposals to the Board or Executive Committee

A list of staff liaisons is found in the appendix of this handbook.

Appendix: Committee Tools and Guiding Documents

Item	Pages
SSO HQ Contact Roster	**Pages 13-16**
Sample Executive Summary	**Page 17**
SSO Code of Conduct	**Pages 18-22**
SSO Bylaws	**Pages 23-32**
2024-2025 Committee Charges:	
• Advanced Cancer Therapies (ACT) Program Committee	• Page 33
• APP Task Force	• Page 34
• Breast Fellowship Program Directors Committee	• Pgs. 35-36
• Breast Surgical Oncology (BSO) Fellowship Training Committee	• Pgs. 37-42
• CGSO Board Review Course Program Committee	• Page 43
• CGSO Program Directors Work Group	• Pgs. 44-45
• CME Committee	• Pgs. 46-47
• Community Practice Surgery Committee	• Page 48
• Constitution & Bylaws Committee (Standing)	• Page 49
• Corporate Relations Committee	• Page 50
• DEI Advisory Board	• Page 51
• Development Committee	• Pgs. 52-53
• Disease Site Work Groups (all)	• Pgs. 54-55
• Education Council	• Page 56
• Executive Committee (Standing)	• Page 57
• Fellows & Young Attendings Committee	• Page 58
• Finance Committee (Standing)	• Pgs. 59-60
• International Committee	• Page 61
• Membership Committee (Standing)	• Page 62
• Nominating Committee (Standing)	• Page 63
• Publications Committee	• Page 64
• Quality Committee	• Pgs. 65-66
• Research Committee	• Page 67
• Scientific Program Committee	• Page 68
• SCORE Editorial Board	• Page 69
• Women in Cancer Surgery Work Group	• Page 70

SSO Staff Contacts

	Name, Role, Contact Information
	Anna Polyak, RN, JD Chief Executive Officer annapolyak@surgonc.org Office: (847) 427-1400 x 101 Cell: (847) 902-9442 Committee staff liaison: Board of Directors, Executive Committee, Publications
	Myrna Asencio, MBA Chief Financial Officer myrnaasencio@surgonc.org Office: (847) 427-1400 x 106 Cell: (312) 316-9897 Committee staff liaison: Finance
	Maria Ornelas Staff Accountant mariaornelas@surgonc.org Office: (847) 427-1400 x 124
	Emily Butera Assistant Director, Corporate Partnerships & Donor Relations emilybutera@surgonc.org Office: (847) 427-1400 x 111 Cell: (224) 935-6160 Committee staff liaison: Corporate Relations

	Andrea King, MBA Director, Governance & Global Programs andreaking@surgonc.org Office: (847) 427-1400 x 107 Cell: (815) 236-6426 Committee staff liaison: Constitution & Bylaws, Nominating, International, Board of Directors, Executive Committee, DEI Advisory Board, Global Forum of Cancer Surgeons
	George Kutsunis Assistant Director, IT Infrastructure & Data Management gkutsunis@surgonc.org Office: (847) 427-1400 x 117
	Patti Stella, CAE, CHCP Chief Learning Officer pattistella@surgonc.org Office: (847) 427-1400 x 104 Cell: (773) 849-5614 Committee staff liaison: Education Council, Women in Cancer Surgery Work Group
	Meagan Gilliland-Johnson Assistant Director, Meetings & Education mgillilandjohnson@surgonc.org Office: (847) 427-1400 x 123 Cell: (920) 539-0985 Committee staff liaison: ACT, Scientific Program, CGSO Board Review Course, CME Committee
	Brittany Fermo Manager, Meetings & Education brittanyfermo@surgonc.org Office: (847) 427-1400 x 109 Cell: (847) 530-1568

	Pam Hayden Director, Quality & Research Programs pamhayden@surgonc.org Office: (847) 427-1400 x 120 Cell: (815) 236-9656 Committee staff liaison: Quality, Research
	Sara Nelli, CAE Assistant Director, Education saranelli@surgonc.org Office: (847) 427-1400 x 122 Cell: (847) 471-2350 Committee staff liaison: Breast Fellowship Program Directors, BSO Training, CGSO Fellowship Program Directors Work Group, Fellows & Young Attendings
	Devin Winkler Manager, Education devinwinkler@surgonc.org Office: (847) 427-1400 x 119 Committee staff liaison: All DSWGs
	Cara Roth Education Specialist cararoth@surgonc.org Office: (847) 427-1400 x 109
	Vicky Giannopoulos Chief Growth Officer vickygiannopoulos@surgonc.org Office: (847) 427-1400 x 105 Cell: (847) 840-0216 Committee staff liaison: Membership, Community Practice Surgery, Development, APPs Task Force

	Franki Cohen Project Coordinator frankicohen@surgonc.org Office: (847) 427-1400 x 112 Cell: (847) 804-1239
	Trinity Rubio Membership & Marketing Coordinator trinityrubio@surgonc.org Office: (847) 427-1400 x 108 Cell: (708) 600-7608 Committee staff liaison: Membership, Community Practice Surgery, Development, APPs Task Force
	Amber Kukulka Senior Marketing Manager amberkukulka@surgonc.org Office: (847) 427-1400 x 121 Cell: (847) 445-9729
	Elle Funderburg Assistant Manager, Marketing ellepeifer@surgonc.org Office: (847) 427-1400 x 115 Cell: (937) 478-4053

Executive Summary

To: Use this column to fill in "to"
From: Use this column to fill in "from"
Subject: Use this column to fill in "subject"
Date: Date of meeting when this is presented.

Recommendation: Enter Recommendation(s) here as separate bulleted items. This is the ultimate goal for the summary sheet. Begin each with an action verb: "To approve, to allocate, to authorize...." Example:

- Approve an SSO partnership with XYZ Organization on the XYZ Program.
- Allocate $XXX from the strategic fund to support an SSO member to attend.

Financial Implication: What are the financial implications of this proposal?

Resource Allocation: What resources will be needed to undertake and complete this proposal? Do other resources/projects need to be shifted or lowered in priority to free up capacity?

Background: Provide the background for this proposal here. You should incorporate the following concepts in your explanation. (You don't have to literally list each item – these are just prompts for you to capture the concepts.)

WHO:
- is involved in this recommendation?
- does it affect?

WHAT:
- will be the end result?
- are consequences of a NO decision?

WHERE:
- will this fit into the SSO strategic plan?

WHEN:
- will this proposal begin?

WHY:
- is the Committee/member supporting this recommendation?
- is it important?

HOW:
- are we going to communicate the risks involved?
- will the decision be communicated to interested parties, to members, etc.

SSO Code of Conduct

Purpose

The mission of the Society of Surgical Oncology (hereafter "the Society" or "SSO") is to improve multidisciplinary patient care by advancing the science, education, and practice of cancer surgery worldwide. Achieving this goal requires that the membership adhere to behavioral standards aligned with the Society's values across the domains of interactions at meetings (whether in-person or virtual); governance; training; research; and above all, delivery of care to patients.

Principles of Diversity, Equity, and Inclusion (DEI) are core components of these values. As stipulated by this Code of Conduct, the Society mandates that DEI principles be upheld through the demonstration of respect, professionalism, and collegiality by all members and between all members regardless of race, ethnicity, gender identity, sexual orientation, religion, disability, or other physical/personal characteristics.

Applicability

All SSO members and SSO staff (whether voluntary or salaried) are expected to adhere to this Code of Conduct.

The behavioral standards indicated herein apply to all attendees, sponsors, speakers, media representatives, service providers, commercial vendors, and other stakeholders interacting with the business/administration of the SSO, (hereafter "applicable parties") regardless of their SSO membership status, and at all types of Society events, meetings, and communications, including but not limited to: conferences (virtual or in-person), telephone conference calls, emails, social media, as well as any non-SSO activities in which a member is representing the Society.

This Code of Conduct is relevant for Society-related academic endeavors, publications, and research activities supported/sponsored by the SSO or where a member represents the Society.

Policy

All SSO members, staff, commercial partners, and other applicable parties will exhibit courtesy, respect, and professionalism. The privacy, dignity, and human rights of all individuals must be respected.

All applicable parties must abide by the following standards:

- Act honestly, truthfully, and with integrity in all professional and SSO transactions and dealings.
- Comply with all laws and regulations that apply to our science and profession.
- Adhere to SSO policies, procedures, and guidelines.
- Report scientific and professional misconduct promptly.
- Disclose all potential conflicts of interest as requested or as required.

- Do not represent any acts or statements in a manner as to lead others to believe that the acts or statements officially represent SSO, unless duly authorized by the SSO Executive Council.
- Ensure that interactions between all applicable stakeholders are fair and free of unwarranted discrimination and harassment.

Unacceptable Behaviors include but are not limited to:

- Discriminatory, racist, or sexist behavior, including verbal, written or visually displayed derogatory or offensive remarks related to the race, color, accent/language, national origin, ethnicity, religious creed, sex, gender, gender identity or expression, genetic information, sexual orientation, age, disability, physical characteristics, veteran or active military status, or immigration status of an individual or a group of individuals.
- Disruptive behaviors such as shouting/yelling, harassment, or deliberate interruption of Society presentations or events.
- Verbal or written threats or threatening gestures.
- Any unwelcome verbal, written, or physical contact, including but not limited to sexual advances or requests for sexual favors.
- Any violent behaviors, physical assault, or attempted assault.
- Any verbal, written, or visually displayed comments/images that create a hostile, intimidating, or offensive environment.

The SSO Code of Conduct includes but is not limited to the guidelines and actions within this document and may be modified as appropriate at any time at the discretion of the Executive Council.

Compliance and Enforcement

SSO reserves the right to take any action that is reasonably necessary, in the sole judgment of SSO, for the protection of SSO, its members, volunteers, staff, and event participants. SSO will maintain full discretion in the interpretation and enforcement of this Code of Conduct. All compliance issues will be addressed consistently in accordance with the Violation Resolution section below.

Individuals who violate this Code of Conduct will be asked to cease any unacceptable behaviors and are expected to comply immediately. This Code of Conduct provides general guidelines and cannot cover every possible type of unacceptable behavior. SSO reserves the right to apply corrective action to instances other than the specific examples noted and to exercise some or all the following remedies when an individual or group of individuals violate the Code of Conduct:

- Counseling and warning regarding zero tolerance of unacceptable behavior.
- Revocation of SSO event registration.
- Termination of contractual or business relationship.
- Removal of presentation, display, or poster.
- Revocation of SSO membership.

- Notifications of appropriate parties as required by law.

The severity of the punitive action shall be commensurate with the degree of disruption and the response necessary to restore a safe and respectful environment for all parties involved.

Reporting

Any possible conflicts of interest or other possible violations of the SSO Code of Conduct by any member or persons as identified within the Code of Conduct must be reported to the SSO via email at conduct@surgonc.org.

If any SSO member has a complaint or concern about harassment, discrimination, bullying, or any other conduct which may violate this Code of Conduct, they are encouraged to notify SSO via email at conduct@surgonc.org. Members may request that their report remain confidential and only be shared with those on a "need to know" basis, and these wishes will be honored to the safest extent possible.

Notification of such concerns to the SSO does not constitute or replace notification to local law enforcement. This Code of Conduct does not replace any rules that are part of SSO's contracts with its vendors, exhibitors and/or sponsors.

Violation Resolution

The alleged incident must be reported in writing to both SSO CEO and President via email at conduct@surgonc.org. If requested, reports will remain anonymous. The SSO CEO, HR Staff, and SSO President will determine whether the complaint will be reviewed by the following governing bodies:

- Alleged violation by an SSO staff member will be reviewed by the CEO and HR staff. The suggested course of action is to be reviewed by the SSO Executive Council and the Constitution & Bylaws Committee is to be informed.
- Alleged violation by attendees, sponsors, speakers, media representatives, service providers, commercial vendors, and others, regardless of their SSO membership status, at all types of Society meetings will be reviewed by the CEO, the Senior Director of Scientific Meetings & Education, and additional senior staff members at the discretion of the CEO. The suggested course of action will be reviewed by the Executive Council and the Constitution & Bylaws Committee is to be informed.
- Alleged violations by SSO CEO will be reviewed by the Executive Council. The suggested course of action will be determined by the Executive Council and the Constitution & Bylaws Committee is to be informed.
- Alleged violation by an SSO Member will be reviewed by CEO and the Executive Council. The suggested course of action will be determined by the Executive Council and the Constitution & Bylaws Committee is to be informed. *Should the complaint be against a member of the Constitution & Bylaws Committee Member, that member will recuse themselves from reviewing the incident and providing input to the suggested course of action.*

- Alleged violation by an SSO Executive Council Member will be reviewed by the CEO and the Constitution & Bylaws Committee is to determine the suggested course of action.

Once proper governing body is determined the following actions will be taken:

1. Incident is investigated.
2. Alleged violations of the Code of Conduct are examined.
3. If the governing body finds the alleged violations have occurred, the accused will receive an email notification of the alleged conduct and violation, with information about the violation process and providing the opportunity to respond to the allegation. Email notification will also inform the individual that an investigation may include contacting witnesses and collecting other documents or other items to determine course of action. The individual will receive a summary of the investigation once concluded.
4. If the governing body determines there is enough information to move forward, the accused will be notified of the suggested course of action as determined by the governing body in accordance with this policy.
5. Should the complaint include illegal or possible illegal activity, law enforcement will be contacted immediately without notice to individual that the complaint was filed against.
6. SSO Staff or the Executive Council may at any time obtain legal counsel at their discretion and approval through proper fiduciary processes.
7. Once resolution has been determined, the individual will be provided a summary of the investigation and decision by the governing body.

Disciplinary actions include, but are not limited to:

- Counseling and warning regarding zero tolerance of unacceptable behavior.
- Revocation of SSO event registration.
- Termination of contractual or business relationship.
- Removal of presentation, display, or poster.
- Revocation of SSO membership.
- Notifications of appropriate parties as required by law.

The severity of the punitive action shall be commensurate with the degree of disruption and the response necessary to restore a safe and respectful environment for all parties involved.

Results of the investigation and its conclusion will be noted in member or commercial vendor's file.

Violators of the Code of Conduct will have ten (10) business days to appeal the decision to the governing body as deemed by the Code of Conduct Violation Resolution section.

False Claims

If it is alleged that any complaint or portion of the violation report is false, the findings of the investigation will be reviewed to determine if there is proof that the allegations are false and if so, whether the accuser genuinely believed them to be true, or if they pursued a vexatious complaint.

If the evidence suggests the accuser did believe and understand the allegations to be true, this would not be grounds for disciplinary action against them. Where the evidence is clear that the allegations were deliberately made by the accuser and known by them to be untrue, then appropriate action under the Code of Conduct Violation Resolution section will be taken.

If, following the investigation, the complaint is deemed to have been false, then the accused individual may raise their own grievance which will be investigated.

SSO Bylaws

ARTICLE I Name and Purpose

Section 1 – Name

The official name of the organization shall be THE SOCIETY OF SURGICAL ONCOLOGY, INC. (the "Society" or "SSO"). The Society was originally known as THE JAMES EWING SOCIETY, INC.

Section 2 – Purpose

The purpose of the Society shall be as set forth in its Articles of Incorporation and to achieve its mission to improve multidisciplinary patient care by advancing the science, education, and practice of cancer surgery worldwide.

ARTICLE II Membership

Membership shall be inclusive of physicians, clinical care providers, scientists, and students of good professional standing who have a major interest or devote significant portions of their practice or research to surgical oncology or related fields and who meet the criteria of the appropriate membership categories outlined below.

Membership categories shall consist of Active, Active International, Emeritus, Associate, Candidate, Post-Fellowship Candidate, Resident/Medical Student, and Honorary.

The requirements for membership shall be set forth in the Bylaws. The SSO Policy & Procedures Manual (P&P Manual) shall contain additional necessary details regarding membership procedures, as appropriate.

There shall be no limits on the number of members in any membership class. Membership in the Society shall not be denied or abridged, and SSO prohibits discrimination and harassment of any type, based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Section 1 – Active/Active International Membership

Licensed, US-based physicians involved in surgical oncology patient care or who have a major professional interest and commitment to surgical oncology or related fields are eligible for Active membership.

International medical graduates practicing outside the US and involved in surgical oncology patient care or who have a major professional interest and commitment to surgical oncology or related fields are eligible for Active International membership.

Section 2 – Emeritus Membership

Emeritus Membership is open to Active and Active International Members who are retired from active practice.

Section 3 – Associate Membership
Associate Membership is open to any non-physician health care provider or scientist involved in surgical oncology patient care or who has a major professional interest and commitment to surgical oncology or related fields.

Section 4 – Candidate and Post-Fellowship Candidate Membership
Candidate Membership is open to surgical trainees in an accredited fellowship training program.

Graduates of fellowship training programs shall be transferred from Candidate to Post-Fellowship Candidate Membership for a period of up to 2 (two) years upon successful completion of their program.

Section 5 – Resident / Medical Student Membership
Surgical residents in good standing in a residency program approved by the Accreditation Council for Graduate Medical Education (ACGME) or accredited by an appropriate oversight body are eligible for Resident Membership.

Medical students in good standing enrolled in an accredited medical school program are eligible for Medical Student Membership.

Section 6 – Honorary Membership
A person distinguished for their services or attainments in the field of oncology may be elected by the Executive Council to Honorary Membership in the Society.

Section 7 – Member Rights and Responsibilities
Membership in the Society comes with rights, privileges, and responsibilities set forth in writing from time to time and approved by the Executive Council. Member rights shall be reviewed every 3 years and updated as necessary.

Active, Active International, APP & Associate, Emeritus, Associate, Candidate, and Post-Fellowship Candidate members shall have the right to:

A. Participate as voting members of SSO Committees or as formal representatives for the Society when appointed;
B. Attend and vote on Society matters presented at the Annual Meeting of the Members;
C. Submit abstracts for presentation at meetings of the Society;
D. Access members-only benefits and reduced registration rates for SSO meetings and events;
E. Utilize the Fellow of the Society of Surgical Oncology (FSSO) designation (must be a licensed physician);
F. Serve in an elected leadership position on the Executive Council or as an Officer;
G. Nominate candidates for open elected positions;
H. Vote in Society elections.

Resident, Medical Student, and Honorary members shall have the right to:

A. Participate as voting members of SSO Committees or as formal representatives for the Society when appointed;
B. Attend the Annual Meeting of the Members as non-voting attendees;
C. Submit abstracts for presentation at meetings of the Society;
D. Access members-only benefits and reduced registration rates for SSO meetings and events.

Section 8 – Application and Transfer

Prospective members must submit a completed membership application along with any required application fees.

Resident/Medical Student members must reapply for Candidate Membership upon acceptance to an accredited fellowship training program.

Candidate members shall automatically be transferred to Post-Fellowship Candidates upon successful completion of their fellowship training program.

Post-Fellowship Candidates shall automatically be transferred to Active member status after 2 years post-graduation.

Active and Active International members who notify the Society of their retirement from active practice will be transferred to Emeritus member status.

The SSO P&P Manual shall contain additional necessary details regarding membership procedures as appropriate.

ARTICLE III Dues

Dues shall be established by the Executive Council and payable to the Society upon receipt of the annual statement period.

ARTICLE IV Termination and Reinstatement of Membership

Membership in the Society may be terminated by a member submitting a letter of resignation to the Secretary, a failure to pay dues, or by a majority vote of the Executive Council for failure of a member to act in accordance with accepted ethics of the medical or scientific professions or the SSO Code of Conduct.

For those members whose membership is terminated for failure to act in accordance with accepted ethics with the medical or scientific professions or the SSO Code of Conduct, they shall be afforded the opportunity to appeal the decision of the Executive Council in accordance with the policies and procedures set forth in the SSO P&P Manual.

Members may be reinstated in accordance with the policies and procedures set forth in the SSO P&P Manual. In cases where membership is reinstated, dues shall be paid for the year of reinstatement without a requirement to pay any back dues.

ARTICLE V Officers/Executive Committee

Officers of the Society of Surgical Oncology shall be the President, President-Elect, Vice President, Secretary, Treasurer, and Immediate Past President.

Section 1 – Composition and Duties

The Officers make up the Executive Committee along with the CEO in a non-voting position. The President serves as Chair of the Executive Committee.

The Executive Committee shall discuss and act upon matters that arise between scheduled meetings of the Executive Council and report those actions promptly to the Council, subject to limitations imposed by Executive Council policy or the New York Not-for-Profit Corporation Law (NY ACT).

The Executive Committee shall take no action with respect to the election of Officers or with respect to filling vacancies on the Council. The Executive Committee shall be responsible for review and planning of the administrative and financial matters of the Society.

The Executive Committee must meet in an effective way at least 6 (six) times per year. Each member shall have one vote. A majority of the voting members of the Executive Committee shall constitute a quorum for the transaction of business at any duly called meeting of the Executive Committee.

Section 2 – Election of Officers

Active, Active International, Emeritus, Candidate, and Post-Fellowship Candidate members in good standing are eligible for election as an Officer after one complete 3-year term as a voting Executive Council member.

The Nominating Committee shall annually develop a Slate of Candidates which is presented for ratification to the membership at the Annual Meeting of the Members. The P&P Manual shall contain additional necessary details regarding nomination and election procedures, as appropriate.

Section 3 – Terms and Ascension

The Vice President, Secretary, and Treasurer shall serve staggered 3-year terms. Upon completion of their term, the Officer (either Vice President, Secretary, or Treasurer) will ascend to the position of President-Elect for a 1-year term.

The President-Elect shall ascend to serve as President and then Immediate Past President for a 1-year term in each position.

Section 4 – Officer Vacancy

If the President is unable to complete their term of service, the President-Elect shall assume the office and shall serve for the unexpired term of the President in addition to the originally intended term.

If the President-Elect is unable to complete their term of service OR is elevated to fill a vacancy in the President position, the person currently serving as Vice President,

Secretary, or Treasurer whose 3-year term is closest to completion shall be elevated to serve the unexpired term of the President-Elect and ascend to President. The vacancy created will be filled in accordance with the policies and procedures set forth in the SSO P&P Manual.

ARTICLE VI Executive Council

The Executive Council shall act as the governing body and Board of Directors of the Society and shall act in accordance with these Bylaws and approved SSO Policy & Procedures Manual.

Section 1 – Composition and Duties

A. Executive Committee: The six Society Officers shall serve on the Executive Council in conjunction with their term as an Officer.
B. Second Past President: The Second Past President shall serve a 1-year term.
C. Slated Executive Council Members (staggered 3-year terms)
    1. International Representative
    2. Community Practice Representative
    3. Six members from the voting Membership
D. Three Councilors-at-Large (staggered 3-year terms)
E. The *Annals of Surgical Oncology* Editor-in-Chief, *Surgical Oncology Insight* Editor-in-Chief, SSO representative to the American Board of Surgery (ABS), and CEO shall serve as non-voting members.

The affairs of the Society shall be managed by the Executive Council which shall have supervision, control, and direction of the Society, shall determine its policies or changes therein within the limits of these Bylaws, shall actively promote its purposes, and shall have discretion in the disbursement of its funds.

The Executive Council may adopt such rules and regulations for the conduct of its business as shall be deemed advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

The Executive Council is responsible to develop a Strategic Plan and review it regularly.

Section 2 – Election to the Executive Council

The Nominating Committee shall annually present candidates for open positions on the Executive Council.

Candidates for Slated Executive Council Member positions shall be voted on by the Executive Council and Nominating Committee. The final Slate of Candidates shall be presented for ratification to the membership at the Annual Meeting of the Members.

Candidates for Councilor-at-Large positions shall participate in an online election for the voting SSO membership.

Section 3 – Meetings

A. Regular Meetings: The Executive Council must meet in an effective way at least 4 times per year.

B. Special Meetings: Special meetings of the Executive Council may be called by, or at the request of, the President or upon a written request to the Secretary by eight members of the Executive Council. Notice of any special meeting of the Executive Council shall state the time, date, and place of the meeting and shall be delivered at least five days prior to the date of such meeting. Attendance of a member of the Executive Council at any meeting shall constitute a waiver of notice of such meeting except where a member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called and convened

C. Meeting by Electronic Means: Any one or more members of the Executive Council or of any committee thereof who is not physically present at a meeting of the Executive Council or a committee may participate by means of a conference telephone or similar communications equipment or by electronic video screen communication. Participation by such means shall constitute presence in person at a meeting as long as all persons participating in the meeting can hear each other at the same time and each Executive Council or committee member can participate in all matters before the Executive Council or committee, including, without limitation, the ability to propose, object to, and vote upon a specific action to be taken by the Executive Council or committee. Notwithstanding anything set forth to the contrary in these Bylaws, notice of any meeting to be held by electronic means (whether regular or special) may be delivered a minimum of 24 hours prior to the meeting.

D. Quorum: A simple majority of the voting members of the Executive Council then in office shall constitute a quorum for the transaction of business at any duly called meeting of the Executive Council; provided that when less than a quorum is present at said meeting, a majority of the Executive Council members present may adjourn the meeting to another time without further notice.

E. Attendance: All Executive Council Members are expected to attend all meetings of the Executive Council.

F. Voting: Each member of the Executive Council shall have only one vote as council member. Members of the Executive Council may not vote or participate in meetings by proxy. The act of a majority of the members of the Executive Council present at a duly called meeting at which a quorum is present shall be the act of the Executive Council, unless the act of a greater number is required by law, the Articles of Incorporation, or these Bylaws. Any action required or permitted to be taken by the Executive Council may be taken without a meeting if all members of the Executive Council consent to the adoption of a resolution authorizing the action. Such consent may be written or electronic. If written, the consent must be executed by the Councilor by signing such consent or causing his or her signature to be affixed to such consent by any reasonable means including, but not limited to, facsimile signature. If electronic, the transmission of the consent must be sent by electronic mail and set forth, or be submitted with, information from which it can reasonably be determined that the transmission was authorized by the Councilor.

G. Informal Action by Executive Council: Any action requiring a vote of the Executive Council may be taken without a meeting if a consent, setting forth the action so taken, is approved by all members of the Executive Council entitled to vote with respect to the subject matter thereof.

Section 3 – Authority, Responsibilities and Duties

A. The affairs of the Society shall be managed by the Executive Council which shall have supervision, control, and direction of the Society, shall determine its policies or changes therein within the limits of these Bylaws, shall actively promote its purposes, and shall have discretion in the disbursement of its funds. The Executive Council may adopt such rules and regulations for the conduct of its business as shall be deemed advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary.
B. Develop a Strategic Plan and review it regularly.

Section 4 – Chief Executive Officer (CEO)

The Executive Council shall retain a Chief Executive Officer (CEO) to manage the day-to-day activities of the Society who reports to the Executive Council on all matters external and internal. The CEO is responsible for staffing decisions including hiring, supervising, and terminating employees, consultants and other agents as deemed appropriate.

ARTICLE VII Committees

The Committees of the Society shall be appointed annually by the President to aid the Executive Council in conducting the affairs of the Society. Committee appointments shall be made to reflect the broad diversity of the SSO membership including, but not limited to, consideration for primary race/ethnicity, gender identity, age and career stage, practice type, and geography.

The action establishing a committee shall set forth the Committee's scope of responsibility, charges, and composition.

Section 1 – Standing Committees

The standing committees shall be: Committee on Constitution and Bylaws, Finance, Membership, and Nominating. Other committees and task forces may be appointed by the President to conduct the work of the Society. Committees shall be managed in accordance with the SSO Policies and Procedures Manual and Committee Handbook.

Section 2 – Committee Meetings

A. Number: The number of meetings needed shall be determined by the Chairs of the respective Committees to complete the business of the Committee.
B. Place: The date, time and place shall be determined by the Chairs of the respective Committees.
C. Quorum and Manner of Acting: At all meetings of any committee, a simple majority of the members shall constitute a quorum for the transaction of business unless otherwise set forth in these Bylaws or the resolution establishing such committee. A majority vote by committee members present and voting at a meeting at which a quorum is present shall be required for any action.
D. Committee Vacancies: Except as otherwise provided herein or the action establishing the committee, vacancies in the membership of a committee shall be filled by the President.
E. Policies and Procedures: The Executive Council shall develop and approve policies and procedures for the operation of all committees. All committees shall report to

the Executive Council, unless otherwise set forth in the resolution establishing such committee.

ARTICLE VIII Member Meetings

Section 1 – Annual Meeting of the Members
A meeting of the voting members of the Society shall be held annually for the election of Councilors and Officers and the transaction of other business at such time and place as shall be determined by the Executive Council.

Section 2 – Special Meeting of the Members
Special meetings of the voting members of the Society may be called at the request of the Executive Council or at the written request of 10% of the Society's voting members. The time and place for holding special meetings shall be determined by the Executive Council.

Section 3 – Notice
Notice of any annual or special meeting of the voting members shall state the time, date, place and purpose of the meeting and shall be delivered at least 30 days prior to the date of such meeting, unless otherwise required by applicable law.

Section 4 – Quorum
The lesser of (i) ten percent of the eligible voting members of the Society; or (ii) 100 eligible voting members of the Society present in person or by proxy shall constitute a quorum for the transaction of business at any duly called meeting of the voting members, provided that if less than a quorum is present, a majority of the voting members present may adjourn the meeting to another time without further notice.

Section 5 – Manner of Acting
The act of a majority of more of the voting members present (in person or by proxy) at a duly called meeting at which a quorum is present shall be the act of the members, unless the act of a greater number is required by the NY Act, the Articles of Incorporation, or these Bylaws.

ARTICLE IX Funds

Section 1 – Types of Funds
A. Dues: All members may be assessed annual dues as determined by the Executive Council and are payable upon receipt of the annual statement.
B. Initiation Fees: All new members except Honorary Members, may be assessed an initiation fee as determined by the Executive Council.
C. Contributions: Any contribution or grant directed to the SSO shall be received by the Society. Such contributions shall be used as the contributor requests. If no specification has been made concerning the use of the contribution, the Executive Council shall determine its utilization in the best interests of the Society.
D. Fiscal Year: The Society's fiscal year shall be January 1-December 31.

Section 2 – Disbursement
Bills shall be paid after the appropriate review and approval has been conducted.

Section 3 – Statements
The Treasurer shall ensure that an annual financial report is presented at the Annual Meeting of the Members and that appropriate financial reports are submitted to the appropriate legal entities.

ARTICLE X Indemnification and Insurance

Section 1 – Indemnification
The Society, to the fullest extent permitted by law, shall indemnify and hold harmless the Society's Officers, members of the Executive Council and Committees and Society staff from and against any and all claims and liability.

Section 2 – Insurance
The Society shall purchase and maintain insurance at all times to protect its officers, Executive Council and Committee members and Society staff against liability with such coverage and limits as the Executive Council deems appropriate.

ARTICLE XI Amendments
This Society may amend any portion of these Bylaws electronically by a simple majority of the voting membership or a two-thirds majority of the voting members present at an Annual Meeting of the Members. A copy of the proposed amendments must be furnished to each voting member at least thirty days in advance of the vote.

ARTICLE XII Parliamentary Procedure
The conduct of meetings will be governed by Roberts Rules of Order, as most recently revised. In case of a conflict between Roberts Rules of Order and this Constitution and Bylaws, this Constitution and Bylaws will govern.

ARTICLE XIII Incorporation
The SSO is incorporated in the State of New York and is governed by the applicable statutes, regulations, and policies applicable to non-profit organizations.

ARTICLE XIV Rules
The following rules shall conclusively bind the SSO and all persons acting for or on behalf of it:

A. No part of the net earnings of the Society shall inure to the benefit of, or be distributed to, its Executive Council Members, Officers, committee members, staff, or other private persons, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above.
B. No substantial part of the activities of the Society shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Society shall not participate in, or intervene in (including the publishing or distribution of

statements) any political campaign on behalf or in opposition to any candidate for public office.

C. Notwithstanding any provision of these Bylaws, the Society shall not carry on any activity not permitted to be carried on (i) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law); or (ii) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

D. In the event of dissolution of the Society, the Executive Council, after paying or making provision for the payment of all liabilities of the Society, shall distribute the remaining assets of the Society to such organization(s) organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization(s) under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Council shall determine. Any assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the Society is then located, exclusively for such purposes in such manner, or to such organization or organizations, which are organized and operated exclusively for such purposes, as said Court shall determine.

2024-2025 Advanced Cancer Therapies Committee Charge

Scope of Responsibility: Develop the most compelling, engaging scientific program for the Advanced Cancer Therapies Meeting that meets attendee needs and enhances their meeting experience.

Charges:

1. Review the previous year's event evaluation, identify the gaps, and develop a program that meets the needs of all attendees.
2. Collaborate with Disease Site Work Groups and other Committees as needed to develop the lectures, debates, and other overall programming for the meeting.
3. Review all abstract submissions by category and select the oral and poster abstracts for the meeting program.
4. Select all abstract award winners based on submissions and awards funded.

Charge 1 Deliverable: Develop a program that meets the needs of the attendee based on past meeting evaluation results. Make recommendations for changes based on evaluation responses regarding the scientific program, to be reviewed by the next Committee and/or leadership for implementation.

Charge 2 Deliverable: Complete overall program and list of lectures and debates for the event, including moderators, faculty, and complete planning documents.

Charge 3 Deliverable: Complete list of abstracts for the event, to be finalized according to the event planning timeline.

Charge 4 Deliverable: Complete list of abstracts award winners, to be finalized per each award's timeline and process.

Composition/Tenure:

- Chair: 1 year
- Vice Chair: 1 year
    - When selecting the Vice Chair, they must have served on the committee in the past 5 years, current membership is not required.
- Immediate Past Chair: 1 year
- Up to 18 members: 2 years
    - Members are chosen based program planning needs.

Staff Liaison: Meagan Gilliland-Johnson.

2024-2025 Advanced Practice Provider Task Force

Scope of Responsibility: Develop and oversee initiatives aimed at engaging and supporting Advanced Practice Providers (APPs) within the organization. The Task Force members will identify the needs of APPs and develop a framework for addressing these needs through various initiatives, including but not limited to, mentorship, networking opportunities, live and online education, and career and leadership development tools. The Task Force will collaborate with SSO Committees, volunteers, and internal and external stakeholders to develop initiatives and continuously assess the overall program, ensuring it meets the needs of APPs and advances SSO's strategic goals related to diversity, equity, and inclusion.

Charges:

1. Identify the needs of the APP target audience.
2. Develop a framework for addressing the target audience's needs utilizing a variety of initiatives and delivery methods.
3. Collaborate with SSO Committees, volunteers, internal and external stakeholders to develop and deliver program initiatives.
4. Continuously assess the overall program to ensure it meets the needs of APPs and advances SSO's strategic goals related to diversity, equity, and inclusion.

Charge 1 Deliverable: Identify the needs of APPs appropriate to their work setting.

Charge 2 Deliverable: Develop a framework for addressing the needs of APPs using various delivery methods, both in-person and online. Focus areas should include networking, leadership development, work-life balance, and overall well-being. Explore if education is a need for APPs.

Charge 3 Deliverable: Identify and collaborate with relevant SSO Committees, volunteers, and other internal and external stakeholders to develop and deliver program initiatives.

Charge 4 Deliverable: Continuously assess the overall program to ensure it meets the needs of APPs. Identify areas for improvement and ensure the program aligns with SSO's strategic goals related to diversity, equity, and inclusion.

Composition/Tenure:

- Chair: 2 years
- Vice Chair: 2 years
    - When selecting a new Vice Chair, they must be a current member or completing a 2 year term
- Up to 12 members: 2 or 3 years initially; 2 year terms for all subsequent appointments
- Board Liaison

Staff Liaison: Vicky Giannopoulos.

2024-2025 Breast Fellowship Program Directors Committee Charge

Scope of Responsibility: Serve the training programs in an efficient and effective manner by providing vision and direction for the programs, SSO Breast Surgical Oncology Fellowship Curriculum and Minimum Training Requirements, Didactic Curriculum Guidelines, and Program Requirement Guidelines while also serving as a collective forum to discuss ongoing issues and solutions for the fellowship programs and fellows.

Charges:

1. Serve as a communication forum for all SSO Breast Surgical Oncology fellowship training programs.
2. Where appropriate, advise on matters pertaining to the SSO Breast Fellowship Match.
3. Develop training and educational opportunities for Breast fellows.
4. Oversee the development and planning of the didactic curricula, selection of faculty, and hands-on labs for the Breast portion of the Fellows Institute meeting.
5. Provide representation on the Breast Surgical Oncology Training Committee.
6. Report all relevant issues with SSO Breast Fellowship training to the SSO Executive Council. Effectively utilize the Executive Council liaison to communicate important issues to the Executive Council.
7. Serve as volunteer reviewers for abstract submissions to SSO's live meetings

Charge 1 Deliverable: Hold semi-annual meetings for all Breast Surgical Oncology Program Directors.

Charge 2 Deliverable: Be available to provide input and answer questions related to SSO Breast Match dates and interview calendar.

Charge 3 Deliverable: Collaborate with the Breast Surgical Oncology Training Committee in the development of educational sessions for presentation at the SSO Annual Conference.

Charge 4 Deliverable: Chair and Vice Chair serve as Course Directors and assist in planning the schedule for the Breast track at the annual Fellows Institute meeting.

Charge 5 Deliverable: Appointed members serve on the Breast Surgical Oncology Fellowship Training Committee, only voting and participating in matters of policy and procedure as they affect the fellowship programs.

Charges 6 Deliverable: Members of the committee submit an annual report on relevant issues affecting Breast programs.

Charges 7 Deliverable: Volunteer to serve as abstract reviewers for various topics as requested by program committees.

Composition: Chair, Vice Chair, Program Directors and Associate Directors of all SSO-approved Breast Surgical Oncology Fellowship Training Programs, Breast Surgical Oncology Fellowship Training Committee Chair and Vice Chair, Executive Council liaison, and staff liaison.

Staff Liaison: Sara Nelli.

EXHIBIT B: BSO Training Committee Composition and Deliverables

Breast Surgical Oncology (BSO)
Fellowship Training Committee Charge

Scope of Responsibility: Manage all aspects of Breast Surgical Oncology Fellowship Programs including, program reviews and approvals, program requirements, policies, procedures, curriculum, and minimum training requirements. Coordinate the overall activities that pertain to the Breast Surgical Oncology Fellowship Programs.

Charges:

- Oversee all routine actions of the Breast Surgical Oncology (BSO) Fellowship programs, including approvals of new programs, conducting site visits, reviewing site visit reports, program plans of action and progress reports.
- Ensure the overall governance of Breast Surgical Oncology (BSO) Fellowships, including the *Interdisciplinary Breast Surgical Oncology Fellowship Program Requirements*, the *Breast Surgical Oncology Fellowship Policies and Procedures* and the *Breast Surgical Oncology Fellowship Curriculum and Minimum Training Requirements.*
- Maintain oversight of annual breast oncology fellowship match program.

Charge 1 Deliverable: Conduct site visits of approved programs according to approval schedule; maintain oversight of compliance with training program requirements by reviewing and approving progress reports and plans of action according to approval schedule. Review Program Information Database (PID) submitted by new programs on a semi-annual basis; make recommendations for site visits based on approval of PID.

Charge 2 Deliverable: Review and update BSO Fellowship Program Requirements, Policies and Procedures and Curriculum and Minimum Training Requirements. BSO Fellowship Curriculum and Minimum Training Requirements must be reviewed at least every 4years.

Changes to the governing documents or the implementation of new governing documents will be ratified by both the American Society of Breast Surgeons (ASBrS) Board of Directors (ASBrS BOD) and the Society of Surgical Oncology (SSO) Executive Council (SSO EC) within 30 days of proposal by the BSO Training Committee. If the ASBrS BOD and the SSO EC cannot come to consensus, the President and President-Elect of both organizations shall meet and reach agreement.

Charge 3 Deliverable: Maintain oversight of the annual breast surgical oncology fellowship match program.

Composition: 27 members including liaisons to the SSO Executive Council and the ASBrS Board of Directors

- Please refer to the BSO Fellowship Training Committee 2023-2027 Modeling Document attached as Exhibit C for an overview of committee composition and term limits.
- 2 Leaders – Permanently both breast-focused, 1 ASBrS, 1 SSO (alternate between Chair/Vice Chair for two-year terms).
- 2 BSO Fellowship Program Directors – designated as Chair and Vice Chair of the SSO-ASBrS BSO Program Directors Subcommittee, representing the group as a whole. BSO Fellowship Program Directors will be recused from voting and discussions regarding site visits, plans of action and progress reports. Additionally, these individuals will not conduct site visits. These two individuals can participate in discussions and will vote regarding overall BSO Fellowship Program policies and procedures, the BSO Fellowship Match and the BSO Fellowship Curriculum & Program Requirements.
- The ASBrS and SSO will alternate Chair and Vice Chair appointments for two-year terms on the BSO Fellowship Program Directors Subcommittee.
- 20 Members-at-Large - The Training Committee shall be comprised of nominees from each organization: 10 from ASBrS and 10 from SSO. Nominees to the Training Committee should have one or more of the following competencies:
    - Site visitor/accreditation experience, including National Accreditation Program for Breast Centers (NAPBC), Commission on Cancer, or a previous iteration of the SSO Training Committee.
    - Accreditation Council for Graduate Medical Education (ACGME) and/or Residency Review Committee Experience.
    - Experience in graduate medical education (GME) research and/or curriculum design.
    - GME experience (involvement in the education and training of residents and fellows, including responsibility for performance evaluations).
    - Expertise in psychometrics.
- 1 recent BSO Fellowship Graduate within 3 years of training. The ASBrS and SSO will mutually appoint this position. This recent graduate can participate in site visits but must abide by current Training Committee rules (i.e., cannot site visit where they trained, if they are current faculty member, or work in the same state/territory).
- Nominations should include members representative of fellowship program practice settings, e.g., academic, and community/private practice and program size, for appropriate balance and to reflect the diversity of programs.
- No more than one (1) member will be from the same institution.
- Committee membership shall be geographically representative from around the US and Canada.
- Committee members must be members of both the ASBrS and SSO.
- All BSO Fellowship Training Committee nominees will be approved by the President-Elect of the ASBrS and the President-Elect of the SSO.

- Current Training Committee members (as of the signing of this agreement) in mid-term are exempt from the requirements above. This clause will automatically expire at the end of the committee transition, in March 2026.
- At any meeting of the Training Committee, a quorum shall consist of a majority of representatives appointed from each organization present in person, by telephone or by other electronic means. A majority vote of a quorum shall constitute the decision of the Training Committee.
- At any meeting of the Training Committee and the Program Directors Sub-committee, both SSO and ASBrS will have staff representation.

SSO Staff Liaison & Committee administrator: Assistant Director, Education

ASBrS Staff Liaison: Manager, Education

EXHIBIT C: Training Committee Structure – 2023-2027

	Current Model 2023	Model in 2023-2024	Model in 2024-2025	Model in 2025-2026	Model in 2026-2027
Leaders	Chair/Vice Chair (Each position has a 2 year term) Alternate between Breast & CGSO	• Chair/Vice Chair (Each position has a 2 year term) Alternate between ASBrS & SSO • (Notes: Current Chair has 1 year remaining on term. Current Vice Chair does not want to remain on Committee so will leave March 31, 2023). • ASBrS to nominate an individual who will be Vice Chair for a year starting April 1, 2023, stepping into Chair role April 1, 2024.	• Chair/Vice Chair (Each position has a 2 year term) Alternate between ASBrS & SSO • ASBrS nominee begins as Chair April 1, 2024 through March 31, 2026. • SSO nominee begins as Vice Chair April 1, 2024 through March 31, 2026.	• Chair/Vice Chair (Each position has a 2 year term) - Alternate between ASBrS & SSO • ASBrS nominee begins as Chair April 1, 2024 through March 31, 2026. • SSO nominee begins as Vice Chair April 1, 2024 through March 31, 2026.	• Chair/Vice Chair (Each position has a 2 year term) - Alternate between ASBrS & SSO • SSO nominee begins as Chair April 1, 2026 through March 31, 2028. • ASBrS nominee begins as Vice Chair April 1, 2026 through March 31, 2028.

Members-at Large	21: Composed of Breast & CGSO SSO members, 1 ASBrS liaison	20: • 6 positions open April 1, 2023 for 3 year terms ending March 31, 2026. Propose ASBrS nominates 6-10 individuals for those 6 positions. • 13 SSO members remain • The 1 ASBrS liaison position transitions into a Member-at-Large. • Count: 7 ASBrS (6 ASBrS nominees, 1 ASBrS liaison becoming a Member-at-Large), 13 SSO members.	20: • 8 positions open April 1, 2024 through March 31, 2027. • Propose ASBrS nominates 3-6 individuals for 4 positions. SSO chooses 4 individuals for 4 positions. • The ASBrS liaison position transitions into a Member-at-Large (accounted for as 1 of the 4 positions noted above). • Count: 10 ASBrS nominees,	20: • 6 positions open April 1, 2025 through March 31, 2028. SSO nominates 6 individuals. Count: 10 ASBrS nominees, 10 SSO nominees.	20: • 6 positions open April 1, 2026 through March 31, 2029. • Propose ASBrS nominates 6-8 individuals for 6 positions. • Count: 10 ASBrS nominees, 10 SSO nominees.

			10 SSO nominees.		
Program Directors		2: • Chair and Vice Chair of SSO Breast Fellowship Program Subcommittee. • Vote only on Policies & Procedures, Program Requirements, Curriculum Requirements. Neither will do site visits.	2: • Chair and Vice Chair of SSO Breast Fellowship Program Subcommittee. • Vote only on Policies & Procedures, Program Requirements, Curriculum Requirements. Neither will do site visits.	2: • Chair and Vice Chair of SSO Breast Fellowship Program Subcommittee. • Vote only on Policies & Procedures, Program Requirements, Curriculum Requirements. Neither will do site visits.	2: • Chair and Vice Chair of SSO Breast Fellowship Program Subcommittee. • Vote only on Policies & Procedures, Program Requirements, Curriculum Requirements. Neither will do site visits.
Ex-officio	1: SSO Executive Council Liaison	1: SSO Executive Council Liaison (Does not vote, does not conduct site visits).	1: SSO Executive Council Liaison (Does not vote, does not conduct site visits).	1: SSO Executive Council Liaison (Does not vote, does not conduct site visits).	1: SSO Executive Council Liaison (Does not vote, does not conduct site visits).

2024-2025 CGSO Board Exam Review Course
Program Committee Charge

Scope of Responsibility: Develop a one-day, virtual course for second-year CGSO Fellows or Young Attendings recently out of CGSO Fellowship who wish to prepare for the American Board of Surgery's CGSO Certifying Exam. The exam is typically held in February each year and consists of mock oral exams. The CGSO Board Exam Review Course normally takes place the third Saturday of January.

Charges:

1. Review the previous year's event evaluations, identify the gaps, and develop a program that meets the needs of attendees.
2. Collaborate with CGSO Fellowship Program Directors Committee Chair and Vice Chair as needed to develop the topics, faculty, and overall programming for the meeting.

Charge 1 Deliverable: Develop a program that meets the needs of the attendee based on past meeting evaluation results. Make recommendations for changes based on evaluation responses regarding the scientific program, to be reviewed by the next Committee and/or leadership for implementation.

Charge 2 Deliverable: Inform the CGSO Fellowship Program Directors Committee Chair and Vice Chair of progress planning the event, calling upon them if assistance is needed to procure faculty or confirm topics.

Composition: Chair (2-year term), Vice Chair (2-year term), with one additional member. While being CGSO-certified is preferred, it is not necessary if the individual has experience and background that can add value to the planning and execution of the event.

Staff Liaison: Meagan Gilliland-Johnson.

2024-2025 CGSO Program Directors Work Group Charge

Scope of Responsibility: The CGSO Program Directors Work Group is responsible for initiatives relevant to CGSO Fellowship education and engagement. This includes interfacing with the ACGME, American Board of Surgery, and other accrediting bodies as needed.

Charges:

1. Serve as a communication forum for all accredited CGSO Fellowship training programs.
2. Where appropriate, advise on matters pertaining to SSO's responsibilities with the CGSO Fellowship Match.
3. Review, update, and improve CGSO Fellowship curriculum, study materials, and educational programs through the SSO while adhering to applicable regulations.
4. Fellows Institute: Oversee the development and planning of the didactic curricula, selection of faculty, and hands-on labs for the CGSO portion of the program.
5. Maintain representation on SCORE Editorial Board to enhance communication with the SSO's educational leaders and to provide oversight on CGSO curricular development.
6. Represent the SSO on external GME issues that significantly affect CGSO programs (e.g., requested changes to the ACGME common program requirements).
7. Report all relevant issues with CGSO Fellowship training to the SSO Executive Council. Effectively utilize the Executive Council liaison to communicate important issues to the Executive Council.
8. Serve as volunteer reviewers for abstract submissions to SSO's live meetings.

Charge 1 Deliverable: Host Town Hall for all CGSO Program Directors twice annually.

Charge 2 Deliverable: Be available to provide input and answer questions related to CGSO Match dates and interview calendar.

Charge 3 Deliverable: Chair and Vice Chair provide guidance on the planning of the CGSO Videoconference Series and the CGSO Board Exam Review Course in collaboration with the Board Exam Review Course Committee.

Charge 4 Deliverable: Chair and Vice Chair serve as Course Directors and assist in planning the schedule for the CGSO track at the annual Fellows Institute meeting.

Charge 5 Deliverable: An appointed member of the committee serves on the SCORE Editorial Board and may seek input from the committee for content.

Charges 6 and 7 Deliverables: Members of the committee submit an annual report on relevant issues affecting CGSO programs.

Charges 8 Deliverable: Volunteer to serve as abstract reviewers for various topics as requested by program committees.

Composition: Chair, Vice Chair, 9 members (no more than 1 Director or Co-Director per CGSO Fellowship program), Executive Council liaison, and staff liaison.

Committee members will be selected to ensure representation from training programs of all sizes, free-standing cancer centers, university affiliated programs, and community practice programs.

Staff Liaison: Sara Nelli.

2024-2025 CME Committee Charge

Scope of Responsibility: The CME Committee is responsible for overseeing the planning and development of all SSO Continuing Medical Education (CME) and Continuous Certification self-assessment activities. In addition, the Committee is to ensure all SSO CME Continuous Certification activities are compliant with the rules and guidelines set forth by the Accreditation Council for Continuing Medical Education (ACCME) and the American Board of Surgery (ABS). Evaluation and/or outcomes analyses for all CME and Continuous Certification activities are also conducted by the Committee.

Committee Charges:

1. Oversee the development and planning of all SSO CME and Continuous Certification activities ensuring SSO adherence to all ACCME and/or ABS rules and guidelines.
2. Develop evaluations and outcomes assessments for all SSO CME and Continuous Certification activities; conduct an analysis of the data captured and report to the SSO Executive Council.
3. Annually conduct an analysis of SSO's overall CME program.
4. Work with staff to maintain continued accreditation of SSO CME activities from the ACCME and assist in ACCME reaccreditation process every 4-6 years.
5. Annually review and approve all SSO CME policies and CME Mission Statement.
6. Serve as volunteer reviewers for abstract submissions to SSO's live meetings.

Charge 1 Deliverable: Oversee the development and planning of all SSO CME and Continuous Certification activities with specific responsibilities including: review of activity Planning Document, review of disclosures, identification and resolution of conflicts of interests, completion of Peer Review Form, self-assessment question review (if applicable) and activity auditing (if applicable).

Charge 2 Deliverable: On an as needed basis, develop and distribute customized evaluation and/or outcomes assessments specific to SSO accredited activities. Conduct an analysis of the data collected and develop a report of the findings for the SSO CME files and Executive Council review.

Charge 3 Deliverable: Annually work with staff to conduct an analysis of the SSO overall CME program. The CME program is evaluated based on the various components included in the SSO CME Mission Statement, as well as specific evaluation and outcomes data collected for all SSO accredited activities.

Charge 4 Deliverable: On a continuous basis, work with staff to ensure all SSO accredited activities are developed, planned, and executed within the guidelines set forth by the ACCME and ABS. Every 4-6 years assist staff with ACCME reaccreditation application.

Charge 5 Deliverable: Annually review and approve all SSO CME policies and CME Mission Statement. Review ACCME guidelines to determine whether additional policies are necessary. If an additional policy needs to be written, the Committee is to work with staff to ensure the policy is drafted, reviewed, and approved in a timely manner.

Charge 6 Deliverable: Volunteer to serve as abstract reviewers for various topics as requested by program committees.

Composition: Chair, Vice Chair, up to 20 members, current Scientific Program Committee Chair, Executive Council liaison, and staff liaison.

Staff Liaison: Meagan Gilliland-Johnson.

2024-2025 Community Practice Surgery Committee Charge

Scope of Responsibility: The Community Practice Surgery Committee is responsible for evaluation, identification, and recommendation to the Membership Committee for opportunities to enhance participation and membership by Community Practice Surgeons in the SSO.

Charges:

1. Identify opportunities to recruit new Community Practice Surgeons. Provide recommendations for recruitment of this target audience to the Membership Committee.
2. Identify knowledge gaps in SSO's educational portfolio of products for Community Practice Surgeons. Suggest new content that will fill the gaps and promote participation from Community Practice Surgeons.
3. Assist with planning and implementation of projects and programs developed in support of the Strategic Plan.

Charge 1 Deliverable: Provide recommendations and assist in recruitment and outreach activities to encourage Community Practice Surgeons to join the SSO. Work with SSO's marketing team on reviewing messaging and tactics that will inspire them to join SSO.

Charge 2 Deliverable: Identify the needs and gaps in SSO's educational programs as it relates to education for Community Practice Surgeons. Propose new ideas for content that will inspire and engage this audience to utilize SSO's educational program and participate in the Society's meetings and programs.

Charge 3 Deliverable: Analyze Strategic Plan goals and objectives and plan/execute projects in support of the pillars.

Composition: Chair, Vice Chair, up to 20 members, Executive Council liaison, and staff liaison.

Staff Liaison: Vicky Giannopoulos.

2024-2025 Constitution and Bylaws Committee Charge

Scope of Responsibility: The Constitution and Bylaws Committee is responsible for oversight of the Society's policy rules and regulations. This includes maintenance of an effective set of Society Bylaws, policies and procedures, and other governing documents as needed. The Committee will work with other groups within the governance structure and SSO staff to keep SSO policies and procedures in line with best practices to meet the needs of the Society.

Charges:

1. Regularly review SSO Bylaws to ensure they are kept current with best practices and make recommendations for amendments.
2. Review and resolve any conflicts of interest disclosed by SSO committee members, volunteer leadership, and staff.
3. Review and recommend updates to current SSO Policy & Procedures manual.
4. Assist with development of SSO policies and procedures reflecting the current Strategic Plan goals.
5. Oversee implementation of SSO Code of Conduct and related policies.
6. Serve as advisory body to SSO Executive Council related to ethical issues.
7. Serve as volunteer reviewers for abstract submissions to SSO's live meetings.

Charge 1 Deliverable: Annual review of the SSO Bylaws with recommendations for updates as needed based on Society policy and practice.

Charge 2 Deliverable: Annual review and resolution of disclosed conflicts of interest as outlined in SSO's Conflicts of Interest Certification policy.

Charge 3 Deliverable: Annual review of the SSO Policy & Procedures manual to verify the contents meet the Society's current policy needs and practice.

Charge 4 Deliverable: Development of policies and procedures as needed to meet the needs of new projects or programs outlined in the current Strategic Plan.

Charge 5 Deliverable: Approval and implementation of SSO Code of Conduct.

Charge 6 Deliverable: As needed, provide advice on ethical issues brought forth to the Executive Council.

Charge 7 Deliverable: Volunteer to serve as abstract reviewers for various topics as requested by program committees.

Composition: Chair, Vice Chair, up to 12 members, EC liaison, and staff liaison.

Staff Liaison: Andrea King.

2024-2025 Corporate Relations Committee Charge

Scope of Responsibility: The Corporate Relations Committee is responsible for recruiting, cultivating, and stewarding relationships with industry.

Charges:

1. Serve as Ambassador with current industry relationships.
2. Identify and cultivate prospects for new industry partnerships.
3. Partner with staff to strategically lead the Corporate Advisory Council (CAC) Meetings.
4. Serve as volunteer reviewers for abstract submissions to SSO's live meetings.

Charge 1 Deliverable: Participate in activities that cultivate and steward existing industry relationships, including teleconferences and meetings. Provide updates to the SSO Executive Council on corporate activities.

Charge 2 Deliverable: Partner with staff in the identification of new corporate partner prospects on an ongoing basis.

Charge 3 Deliverable: Work with staff to assess and enhance the CAC meeting and review current benefit plan of the Corporate Partner Program.

Charge 4 Deliverable: Volunteer to serve as abstract reviewers for various topics as requested by program committees.

Practical participation in the Corporate Relations Committee:

- Serve as the SSO Ambassador to industry; promote participation in the SSO International Conference on Surgical Cancer Care and other SSO meetings.
- Serve as Ambassador onsite at the SSO International Conference on Surgical Cancer Care and other SSO events by thanking and engaging with sponsors and Corporate Partners, and working with other SSO Committees on acknowledging industry, when relevant.
- When possible, attend other society meetings at which SSO has a presence (ASCO, ACS, SABCS) and participate in SSO meetings with industry.
- Provide future-focused leadership on research, new devices, and new therapies impacting the surgical oncology profession to assist in prospect identification.

Composition: Chair, Vice Chair, up to 10 members, Executive Council liaison, and staff liaison.

Staff Liaison: Emily Butera, Anna Polyak.

2024-2025 Diversity, Equity, and Inclusion
Advisory Board Charge

Scope of Responsibility: The Diversity, Equity, and Inclusion Advisory Board is responsible for analyzing the SSO membership for diversity in all categories (i.e., gender, ethnicity, and cultural) and recommending policies and initiatives to advance a diverse representation throughout the Society. The Board will work closely with the SSO Executive leaders, Nominating, and Membership Committees to advise on the inclusion and diversity in the selection of Committee members and nomination of SSO leaders. This Board will report directly to the Executive Committee of the SSO.

Charges:

1. Explore the responsibilities and charges of diversity committees in other medical and surgical specialty societies to gain perspective in the functioning of these groups that might be applicable to SSO.
2. Review the assessment data SSO collects and recommend goals to the leadership for inclusion and diversity of its members.
3. Recommend strategies and initiatives to strengthen and extend the Society's inclusion and diversity goals in all aspects of the Society's programs, committees and activities, i.e. social media, marketing, faculty volunteer appointments, and leadership.
4. Serve as volunteer reviewers for abstract submissions to SSO's live meetings.

Charge 1 Deliverable: Research and develop a best practices document in relation to the activities of other medical and surgical specialty societies.

Charge 2 Deliverable: Develop a set of goals for the inclusion and diversity of the SSO membership.

Charge 3 Deliverable: Develop an implementation plan to strengthen and extend the Society's diversity and inclusion activities.

Charge 4 Deliverable: Volunteer to serve as abstract reviewers for various topics as requested by program committees.

Composition: Chair, Vice Chair, up to 15 members, Executive Council liaison, and staff liaison. The composition will be inclusive of diverse gender and ethnic backgrounds and for the 2024 governance year, includes a representative from the Association of Out Surgeons and Allies (AOSA).

Staff Liaison: Andrea King.

2024-2025 Development Committee Charge

Scope of Responsibility: The Development Committee is responsible for creating a culture of giving to the SSO Research and Education Fund, with a primary focus on SSO members' individual and family philanthropy, but also to include foundations and corporate giving. The committee will provide strategic leadership and oversight as needed to approve and execute a fundraising plan, as well as provide ongoing fundraising and stewardship assistance to sustain and grow the Research and Education Fund. The Development Committee may advance other fundraising activities at the direction of the Executive Council.

Development Committee members must make an annual gift to the Research and Education Fund.

Charges:

1. Provide ongoing oversight and leadership to approve and support the execution of an annual development plan including priorities, goals, and strategies, alongside periodic development campaigns or projects aligned with the organization's strategic priorities.
2. Engage in peer-to-peer fundraising to encourage non-donor members to contribute and inspire current donors to increase their giving.
3. Devise or reactivate and maintain a volunteer-driven, personal donor stewardship process.
4. Serve as volunteer reviewers for abstract submissions to SSO's live meetings.

Charge 1 Deliverable: Review, approve and provide oversight of a formal plan to codify the Society's development efforts including priorities, goals, strategies, and projections.

Charge 2 Deliverable: Increase annual giving to the Research and Education Fund through active peer-to-peer fundraising.

Charge 3 Deliverable: Participate in the donor stewardship process.

Charge 4 Deliverable: Volunteer to serve as abstract reviewers for various topics as requested by program committees.

Practical Participation in Fundraising

- Participation in donor cultivation, solicitation, and stewardship, and assisting staff in identifying external funding opportunities.
- Ensuring each donor making a gift at a pre-determined level receives a personal communication from a member of the Development Committee or other appropriate SSO leadership.
- Helping leverage the broader SSO leadership community to help meet fundraising goals.

Composition: Chair, Vice Chair, up to 14 members, Executive Council liaison (Treasurer), and staff liaison.

Staff Liaison: Emily Butera, Anna Polyak.

2024-2025 Disease Site Work Groups Charge

Scope of Responsibility: The Disease Site Work Groups (DSWG) provide expertise in a sub-specialty of surgical oncology to SSO products and projects. This in relation to expertise in relevant research clinical patient treatment and management is essential in the planning and offerings of SSO initiatives.

Charges:

1. Collaborate with Education Council to identify practice gaps and needs for SSO educational initiatives, including live and online activities.
2. Collaborate with Education Council to develop educational offerings that focus on various disease sites and practice.
3. Annual Meeting abstract review.
4. Content and question writing for educational products and events such as SCORE, SSO Question of the Week Program, Surgical Oncology Bowl, etc.
5. Collaborate with Quality Committee to develop consensus statements and/or expert opinion pieces in specific disease sites.
6. Review and evaluate external requests for endorsement of clinical guidelines, consensus statements, appropriate care criteria, coverage policies, and performance measures in surgical oncology.

Charge 1 Deliverable: Collaborate with SSO Education Council to determine clinical and professional practice gaps and needs relative to surgical oncology. List to be distributed to SSO committees and utilized in planning initiatives. List to be completed bi-annually or as needed.

Charge 2 Deliverable: Collaborate with SSO Education Council to develop online and live educational activities, ensuring a balance across eight (8) SSO disease sites and various practice settings, i.e., academic, community, and private practice. DSWG members are also expected to attend/participate in the educational activities developed by their group.

Charge 3 Deliverable: Complete annual meeting abstract review as specified by Scientific Program Committee (SPC) protocol; deliver to Chair of SPC on specified date in October.

Charge 4 Deliverable: On an as-needed basis provide content and/or questions for SSO educational products and events.

Charge 5 Deliverable: Collaborate with the SSO Quality Committee to develop consensus statements and/or expert opinion pieces in specific disease sites.

Charge 6 Deliverable: Review and evaluate external requests for endorsement of clinical guidelines, consensus statements, appropriate care criteria, coverage policies, and performance measures in surgical oncology.

Note: This scope applies to the following Disease Site Work Groups:

- Breast
- Colorectal
- Endocrine/Head and Neck
- Gastrointestinal
- Hepato-pancreato-biliary
- Melanoma
- Peritoneal Surface Malignancy
- Sarcoma

Composition for all DSWGs: Chair, Vice Chair, up to 20 members, Executive Council liaison, and staff liaison.

Staff Liaison: Meagan Gilliland-Johnson.

2024-2025 Education Council Charge

Scope of Responsibility: The Education Council is responsible for oversight of the SSO's educational programming, excluding direct oversight of the SSO Annual Meeting, Advanced Cancer Therapies Course, CGSO Board Review Course and SSO Fellows Institute. For all other SSO educational initiatives the Education Council is responsible for identification of professional practice gaps, needs and educational formats utilized. The Council must ensure the content of SSO educational initiatives are balanced across the 8 disease sites SSO focuses on as well as the various practice settings of the SSO membership (i.e., academic setting, community setting, private practice, etc.). The Council is responsible for conducting assessments of all proposed educational initiatives brought forward by internal or external stakeholders (prior to SSO Executive Council review) to ensure it meets the needs of the surgical oncologist and strategically aligns with SSO's mission and goals.

Charges:

1. Provide oversight of SSO educational programming, excluding direct oversight of the SSO Annual Meeting, Advanced Cancer Therapies Course, CGSO Board Review Course and SSO Fellows Institute, to ensure balance of educational offerings.
2. Collaborate with the various SSO Committees, including the Disease Site Work Groups, and external stakeholders, to identify gaps, needs and format utilized for SSO educational offerings that address SSO various disease sites and practice settings.

Charge 1 Deliverable: Review all education proposals brought forward by internal or external stakeholders, including CME and non-CME online activities, enduring materials and live events. Approved activities must meet the following criteria:

- Aligns with the SSO's mission and strategic plan while meeting the educational needs of the surgical oncology community.

Charge 2 Deliverable: Collaborate with the various SSO Committees, including the Disease Site Work Groups to identify gaps and needs within the surgical oncology community and formats utilized for all SSO educational initiatives; Balance development of education initiatives across SSO 8 disease sites and various practice settings, i.e., academic setting, community setting and private practice.

Composition: Chair, Vice Chair, and 10 members (made up of Chairs from 8 DSWGs and Community Practice Surgery Committee, and an SSO American Board of Surgery representative), Executive Council liaison, and staff liaison.

Staff Liaison: Patti Stella.

2024-2025 Executive Committee Charge

Scope of Responsibility: The Executive Committee acts on behalf of the entire Executive Council between regular board meetings and meets monthly to discuss pressing Society issues. All actions of the Executive Committee must be ratified by formal action of the Executive Council.

Charges:

1. Review the SSO Strategic Plan and update regularly.
2. Take actions on matters requiring attention in between regularly scheduled meetings of the Executive Council.
3. Respond as required to emergency matters of SSO.
4. Advise the President and Chief Executive Officer as required on SSO policy matters.
5. Conduct annual evaluation of Chief Executive Officer.
6. Oversee the strategic direction of the SSO International Conference on Surgical Cancer Care.
7. Serve as volunteer reviewers for abstract submissions to SSO's live meetings.

Composition: President (Chair), President-Elect, Vice President, Secretary, Treasurer, Immediate Past President, and staff liaison. The Chief Executive Officer is an ex-officio member, without vote.

Staff Liaison: Andrea King, Anna Polyak.

2024-2025 Fellows and Young Attendings Committee Charge

Scope of Responsibility: Serve as the premier Committee entry for young surgeons into SSO.

Charges:

1. Serve as a communication forum for fellows and young attendings in breast surgical oncology and complex general surgical oncology fellowship training programs through targeted programming at the SSO annual meeting and the Fellows Institute.
2. Develop new opportunities for fellow involvement in the SSO organization.
3. Develop resources to assist fellows in various aspects of their careers.
4. Serve as volunteer reviewers for abstract submissions to SSO's live meetings.

Charge 1 Deliverable: Attend videoconferences and in-person meetings at the SSO Annual Meeting.

Charge 2 Deliverable: Oversee the programming in connection with the Trainees Lounge at the SSO Annual Meeting.

Charge 3 Deliverable: Develop content for podcasts, webinars, or other products and resources to assist fellows and young attendings in career development.

Charge 4 Deliverable: Volunteer to serve as abstract reviewers for various topics as requested by program committees.

Composition: Chair (1-year term), Vice Chair (1-year term), up to 12 members (2-year terms), Executive Council liaison (Junior CAL), and staff liaison.

Representation from both SSO Breast and CSGO Fellowship programs should be considered.

Staff Liaison: Sara Nelli.

2024-2025 Finance Committee Charge

Scope of Responsibility: The Finance Committee is responsible for the oversight of all SSO financial activities and, when required, prepares policies for Executive Council approval. The Committee's purpose is to ensure that SSO is financially strong and solvent.

Charges:

1. Review regular financial reports relative to the Society's annual budget; monitor the Society's ongoing financial activities; review and approve for presentation to the Society's Executive Council the annual budget.
2. Review the findings of the Society's annual financial audit.
3. Orient the elected leadership on Society's finances with emphasis on fiduciary responsibilities.
4. Evaluate special projects and assess the necessity of the projects along with the costs and overall financial implications for implementation.
5. Assess proposed innovative pricing models for SSO membership, meeting fees, program offerings, and other revenue generating activities consistent with the Society's strategic goals, appropriate ROI, and optimal income margins.
6. Provide financial leadership for the strategic plan.
7. Manage the partnership with The Vanguard Group, Inc., relative to the performance of invested assets in keeping with the SSO policies and investment guidelines.
8. Volunteer to serve as abstract reviewers for various topics as requested by program committees.

Charge 1 Deliverable: Quarterly review of the Society's financial reports. Assist in reviewing the annual budget and in monitoring the SSO's financial activities. Review, approve and recommend an annual budget to Executive Council.

Charge 2 Deliverable: Annually familiarize the leadership on Society's finances through audit findings with emphasis on fiduciary responsibilities. Review, approve and recommend approval of audit findings to Executive Council.

Charge 3 Deliverable: Provide guidance to incoming leadership on Society's financial health with emphasis on fiduciary responsibilities.

Charge 4 Deliverable: On an as needed basis, work with staff in assessing special projects that are proposed by leadership, and volunteer committees.

Charge 5 Deliverable: On an as needed basis, work with staff in assessing innovative pricing models for SSO membership, meeting registration fees, and program offerings,

including tiered membership dues, registration fees for the live meetings, and other revenue generating activities.

Charge 6 Deliverable: Work with staff in developing a reporting mechanism for the financial component of the Strategic Plan.

Charge 7 Deliverable: Quarterly review of the society's investment portfolio, assessing investment returns and performance of investments consistent with SSO investment policies. Make recommendations to the SSO Executive Council regarding recommended changes to the investment policies and/or portfolio modifications.

Charge 8 Deliverable: Volunteer to serve as abstract reviewers for various topics as requested by program committees.

Composition: Treasurer (Chair), members: President, President-Elect, Vice President, Secretary, up to 2 members-at-large, and staff liaison. The SSO Chief Executive Officer is an ex-officio member, without vote.

Staff Liaison: Myrna Asencio, Anna Polyak.

2024-2025 International Committee Charge

Scope of Responsibility: The International Committee is responsible for recommending proposals and procedures to expand representation of international practitioners within the Society and enhance their ability to provide optimal cancer care. The Committee is also tasked with identifying obstacles that impede full participation of underrepresented groups within the Society and with proposing educational programs of interest to other committees and the Executive Council.

Charges:

1. Develop, implement, oversee, and evaluate the success of SSO international programs and initiatives, including criteria for future growth.
2. Suggest opportunities for the annual meeting that will enhance the attendance of international surgeons and the participation of current SSO Partner Societies; assist with the execution of these opportunities.
3. Explore collaboration opportunities with global organizations and recommend new initiatives to the SSO Executive Council that will enhance the SSO's global footprint.
4. Serve as volunteer reviewers for abstract submissions to SSO's live meetings.

Charge 1 Deliverable: On an annual basis, assess the SSO international programs and initiatives (ICDE, Global Posters, Observerships, Best of SSO, etc.) and make recommendations for improvement. Actively participate and moderate the SSO Facebook Global Discussion Group.

Charge 2 Deliverable: Each year, provide a Partner Society leadership list to the Scientific Program Committee for inclusion in annual meeting programming; moderate Global Partner Poster sessions; provide session content ideas, when applicable.

Charge 3 Deliverable: Identify strategies, objectives and tasks that can be recommended to the SSO Executive Council to enhance the SSO's global footprint.

Charge 4 Deliverable: Volunteer to serve as abstract reviewers for various topics as requested by program committees.

Composition: Chair, Vice Chair, up to 12 members, Executive Council liaison, and staff liaison. There should be at least one committee member with a background or experience with each of the following regions: Africa, Asia, Caribbean, Central America, Europe, North America, Oceania, and South America based on the proportion of SSO members from each of the regions as defined by https://www.dhs.gov/geographic-regions This request is dependent on the applications received.

Staff Liaison: Andrea King.

2024-2025 Membership Committee Charge

Scope of Responsibility: The Membership Committee is responsible for membership development, retention, and recruitment. The Committee's purpose is to support membership growth consistent with the goals and objectives of the strategic plan.

Charges:

1. Recommend retention activities to retain all categories of membership.
2. Support and assist in the implementation of the strategic initiatives in recruitment, retention, and outreach to the surgical oncology community.
3. Recommend activities to enhance member engagement.
4. Serve as volunteer reviewers for abstract submissions to SSO's live meetings.

Charge 1 Deliverable: Expand efforts for increasing member retention. Work with the staff on strategizing, developing, and implementing a plan to increase retention rates in all member categories.

Charge 2 Deliverable: Assist and support the implementation of strategic activities and tactics for membership recruitment, retention and outreach to the surgical oncology community including recruitment in Community Based Surgeons, international and retention in the Partner Societies.

Charge 3 Deliverable: Assist in strategizing and recommending member engagement activities. The Membership Committee is responsible for enhancing the member experience.

Charge 4 Deliverable: Volunteer to serve as abstract reviewers for various topics as requested by program committees.

Composition: Secretary (Chair), Vice Chair (CPS Subcommittee Chair), up to 15 members, Executive Council liaison (Secretary), and staff liaison.

Staff Liaison: Vicky Giannopoulos.

2024-2025 Nominating Committee Charge

Scope of Responsibility: The Nominating Committee is responsible for identifying the future leaders of the SSO and presenting a slate of nominees to the membership and carries out its charges on an annual basis.

Charges:

1. Present a slate of nominees for open positions on the Executive Council.
2. Participate in an electronic vote with the current Executive Council to determine a final slate of candidates to be brought forward to the membership for ratification.
3. Review and enhance criteria for SSO leaders.
4. Select the recipient of the Society's Charles M. Balch Distinguished Service Award.
5. Serve as volunteer reviewers for abstract submissions to SSO's live meetings.

Charge 1 Deliverable: Review and evaluate nominations received from the SSO membership for open Executive Council positions, including Officers, elected EC Members, the International and CPS Representatives, and Councilor-at-Large. Identify a list of potential candidates to present to the Executive Council.

Charge 2 Deliverable: Participate in an online, anonymous survey to determine a final slate of candidates which are brought forward to the membership for ratification at the Annual Business Meeting.

Charge 3 Deliverable: Review and enhance the current list of criteria, skills, interests, and expertise considered when the Nominating Committee and Executive Council are selecting candidates for elected positions on the Council.

Charge 4 Deliverable: Select the recipient of the Society's Charles M. Balch Distinguished Service Award, which is annually presented for outstanding contributions to surgical oncology through service to SSO, research, or enhancing clinical care or health policy.

Charge 5 Deliverable: Volunteer to serve as abstract reviewers for various topics as requested by program committees.

Composition: Third Past President (Chair), Members: the 2nd Immediate Past President, the Chair of the Diversity, Equity, and Inclusion Advisory Board, 1 Executive Council member (appointed by the President), the Senior Councilor-at-Large, 3 elected members: 1 community surgical oncologist, 1 international member, and 1 undesignated active member, and staff liaison.

Staff Liaison: Andrea King.

2024-2025 Publications Committee Charge

Scope of Responsibility: The Publications Committee is responsible for maintaining responsible fiscal policy and editorial oversight with regards to the *Annals of Surgical Oncology (ASO)* and *Surgical Oncology Insight (SOI)*. *ASO* and *SOI* are some of the Society's most important assets and it is essential that SSO have a group of knowledgeable, informed individuals who understand the scientific journal publishing world and who can advise the Society and provide oversight and direction. The Committee serves as the Executive Council's representative annually reviewing the performance of the *ASO* and *SOI* Editors-in-Chief. Additionally, the Committee may explore and identify other opportunities for the Society to produce revenue-generating publications.

Charges:

1. Provide fiduciary oversight of the *ASO* and *SOI*.
2. Oversee all business aspects of the journal publishing operations.
3. Handle contract negotiations with the journal publisher on behalf of the SSO Executive Council.
4. Assess future business development opportunities with the publisher and/or on behalf of the journal.
5. Evaluate the performance of the Editor-in-Chief of the *ASO* and *SOI* and report to the SSO Executive Council.
6. Serve as volunteer reviewers for abstract submissions to SSO's live meetings.

Composition: Chair, Vice Chair, up to 5 members, *ASO* Editor-in-Chief (non-voting), *SOI* Editor-in-Chief (non-voting), Executive Council Liaison (Treasurer), and staff liaison. The SSO Executive Leadership (President, President-Elect, Immediate Past President, and Past President) will serve as two of the members on the committee, on staggered 3- and 4-year cycles.

The current roster and terms are as follows:

Name	Position	Term Start	Term End
Ronald Weigel, MD	Chair	7/1/2018	3/31/2025
Keith Delman, MD	Vice Chair	4/1/2023	3/31/2025
Ronald DeMatteo, MD	Member (2024 President-Elect)	4/1/2024	3/31/2027
Kelly Hunt, MD	Member (2022 President-Elect)	4/1/2022	3/31/2025
Shishir Maithel, MD	Member (*SOI* Editor-in-Chief)		
Kelly McMasters, MD, PhD	Member (*ASO* Editor-in-Chief)		
Chandrajit Raut, MD, MS	Member	4/1/2023	3/31/2025
Tari King, MD	EC Liaison (Treasurer)	4/1/2023	3/31/2026

Staff Liaison: Anna Polyak.

2024-2025 Quality Committee Charge

Scope of Responsibility: The Quality Committee is responsible for defining and promoting high quality, cost-effective, multidisciplinary cancer care. The strategic objectives for accomplishing this goal include:

- Develop and advance quality of care in surgical oncology.
- Increase surgical oncologists' participation in and education about quality improvement initiatives.
- Communicate SSO quality initiatives to its members, other stakeholders, and patients.

Charges:

1. Establish, review, and update as necessary standardized criteria and processes for SSO development and/or endorsement of quality initiatives/projects.
2. Collaborate with multidisciplinary cancer organizations on quality projects.
3. Collaborate with SSO Disease Site Work Groups to develop and/or review for endorsement quality projects, i.e., consensus statements, expert opinion pieces, appropriate care criteria, coverage policies and performance measures in surgical oncology.
4. Establish, strengthen, and formalize liaisons to external organizations in relation to quality.
5. Develop and provide programming to educate SSO members on quality initiatives.
6. Serve as volunteer reviewers for abstract submissions to SSO's live meetings.

Charge 1 Deliverable: Establish standardized criteria, processes, and policies for the development, endorsement, and maintenance of quality projects to ensure they are rigorous, systematically developed, evidence based, and useful for the intended purpose.

Charge 2 Deliverable: Continue ongoing initiatives with multidisciplinary cancer organizations.

Charge 3 Deliverable: Collaborate with SSO Disease Site Work Groups to develop and/or review for endorsement quality projects, i.e., consensus statements, expert opinion pieces, appropriate care criteria, coverage policies and performance measures in surgical oncology.

Charge 4 Deliverable: To foster improved communication, the Committee will formalize collaborative relationships with external organizations through the appointment of official liaisons. Liaisons to external organizations around quality initiatives report to the Quality Committee.

Charge 5 Deliverable: To address the educational gap relative to quality initiatives, the Quality Committee will develop and provide educational opportunities/offerings to SSO members on quality initiatives. This will create a strong quality culture by signifying to the membership that quality improvement initiatives are important, supported and encouraged.

Charge 6 Deliverable: Volunteer to serve as abstract reviewers for various topics as requested by program committees.

Composition: Chair, Vice Chair, up to 12 members (at least 1 from each area of expertise of the active DSWGs; currently: breast, colorectal, endocrine/head and neck, gastrointestinal, hepato-pancreato-biliary, melanoma, sarcoma, and peritoneal surface malignancy), Executive Council liaison, and staff liaison.

Staff Liaison: Pam Hayden.

2024-2025 Research Committee Charge

Scope of Responsibility: The Research Committee is responsible for fostering basic, translational, and clinical cancer research through educational programs and the development, implementation, and awarding of research grants. The committee will lead the process of awarding research funding by implementing and adhering to award criteria, driving the review and selection process, and bringing forward a recommendation for awardee(s) to the SSO Executive Council.

Charges:

1. Develop education and resources for the SSO membership in conducting research in surgical oncology.
2. Define parameters for each type of award: Eligibility requirements, award amount, terms for award criteria, application procedures and deliverables, and timeline for applications.
3. Review research proposals/applications and evaluate the potential of proposed projects to impact the field of surgical oncology research. Select the final recommended awardee for all award types.
4. Evaluate member research survey requests for approval, recommendation to the Executive Committee, and distribution to membership.
5. Serve as volunteer reviewers for abstract submissions to SSO's live meetings.

Charge 1 Deliverable: Develop and implement education for the SSO membership in conducting research in surgical oncology.

Charge 2 Deliverable: Define parameters for each type of award including eligibility requirements, award amount, terms for award criteria, application procedures, and deliverables and timeline for applications.

Charge 3 Deliverable: Review awards applications and match criteria to select the final awardee for all award types. Brings forward recommendation to the SSO Executive Council for final approval.

Charge 4 Deliverable: Review and approve up to two surveys developed by external constituents to be distributed to the SSO membership for research purposes.

Charge 5 Deliverable: Volunteer to serve as abstract reviewers for various topics as requested by program committees.

Composition: Chair, Vice Chair, up to 18 members, Executive Council liaison, and staff liaison.

Staff Liaison: Pam Hayden.

2024-2025 Scientific Program Committee Charge

Scope of Responsibility: Develop the most compelling, engaging scientific program that meets attendee needs and enhances their meeting experience for the International Conference on Surgical Cancer Care.

Charges:

1. Review the previous year's event evaluation, identify the gaps and develop a program that meet the needs of all attendees.
2. Review all abstract submissions by disease-site and select the oral, ePoster, and video abstracts for the meeting program.
3. Select all abstract award winners based on submissions and awards funded.
4. Collaborate with Disease Site Work Groups, Quality Committee, DEI Advisory Board and other Committees as needed to develop the symposia, HUB sessions, and pre-meeting sessions for the meeting.

Charge 1 Deliverable: Develop a program that meets the needs of the attendee based on past meeting evaluation results. Make recommendations for changes based on evaluation responses regarding the scientific program, to be reviewed by the next Committee and/or leadership for implementation.

Charge 2 Deliverable: Complete list of abstracts for the meeting, to be finalized according to the program planning timeline.

Charge 3 Deliverable: Complete list of abstracts award winners for the meeting, to be finalized per each award's timeline and process.

Charge 4 Deliverable: SPC sub-groups will be connected with SSO Disease Site Work Groups to collaborate on session creation. The cross discipline sub-group will collaborate with the SSO DEI Advisory Board. SPC will review all content proposals and provide approvals. Completed list of symposia, HUB sessions, and pre-meetings for the meeting, including moderators, faculty, and completed planning documents, to be finalized according to the program planning timeline.

Composition: Chair (1-year term), Vice Chair (1-year term), up to 30 members, Immediate Past Chair, CME Committee Chair, Executive Council liaison and staff liaison. The incoming Vice President shall appoint a member to serve concurrently with their ascension to the Presidency (serve as committee member for one year, then as Vice Chair, and then as Chair). The SPC will be divided into the following sub-groups with 2-3 SPC members assigned to each group- Breast, Colorectal, GI, Cross Discipline/DEI, Endocrine/H&N, HPB, Immuno-Oncology, Melanoma, Sarcoma, PSM, Upper GI.

Staff Liaison: Meagan Gilliland-Johnson.

2024-2025 Surgical Council on Resident Education (SCORE) Editorial Board

Scope of Responsibility: Enhance the surgical oncology curriculum on the American Board of Surgery's CGSO SCORE portal.

Charges:

1. Review and update the curriculum and CGSO SCORE content.
2. Evaluate the CGSO SCORE curriculum and CGSO SCORE portal on an ongoing basis.
3. Approve authors to ensure content is comprehensive and up to date.
4. Serve in an editorial capacity to ensure that content is accurate and appropriately structured for the CGSO SCORE platform and to identify new content to support the curriculum (Multimedia, references, etc.).
5. Committee leadership should serve as a liaison between the American Board of Surgery (ABS) SCORE leadership, including in-person meetings as needed.
6. Serve as volunteer reviewers for abstract submissions to SSO's live meetings.

Charge 1 Deliverable: Using the ABS' CGSO Qualifying Exam Outline, continuously maintain the CGSO Score portal. Continue to identify content authors in respective fields of expertise to assist in the development of modules for the CGSO SCORE portal. Work with the ABS to implement CGSO SCORE modules on the CGSO SCORE web portal.

Charge 2 Deliverable: In conjunction with the SSO CGSO Program Directors Committee, routinely review and update the curriculum and CGSO SCORE content.

Charge 3 Deliverable: Review author qualifications on a bi-annual basis after a call for authors is distributed by project staff.

Charge 4 Deliverable: Meet via conference call to understand the editorial scope of the project and respond to content inquiries from project staff.

Charge 5 Deliverable: In-person meetings will be determined: much of the work will happen online.

Charge 6 Deliverable: Volunteer to serve as abstract reviewers for various topics as requested by program committees.

Composition: Chair, Vice Chair, up to 22 members, Executive Council liaison, CGSO Fellowship Program Director chair as liaison, and staff liaison.

Staff Liaison: Sara Nelli.

2024-2025 Women in Cancer Surgery Work Group

Scope of Responsibility: The Women in Cancer Surgery Work Group is responsible for the development and oversight of the SSO Women in Cancer Surgery Program. Work Group members are to determine the needs of the target audiences and develop a framework for addressing these needs utilizing a variety of initiatives, including but not limited to mentorship and networking opportunities, live and online education, career, and leadership development tools, etc. The Work Group is to collaborate with SSO Committees, volunteers, internal and external stakeholders to develop initiatives and continuously assess the overall program, ensuring it meets the needs of the target audience and advances SSO's strategic goals related to diversity, equity, and inclusion.

Charges:

1. Identify the needs of the Women in Cancer Surgery Program target audiences.
2. Develop a framework for addressing the target audience's needs utilizing a variety of initiatives/delivery methods.
3. Collaborate with SSO Committees, volunteers, internal and external stakeholders to develop and deliver program initiatives.
4. Assess the overall program to ensure it meets the needs of the target audiences and advances SSO's strategic goals related to diversity, equity, and inclusion.
5. Serve as volunteer reviewers for abstract submissions to SSO's live meetings.

Charge 1 Deliverable: Identify the needs of women in cancer surgery, focusing on various career stages (medical students, residents, fellows, early and mid-careerists) and practice settings (academic, community, large healthcare system, private practice).

Charge 2 Deliverable: Develop a framework for addressing the various target audiences' needs utilizing a variety of delivery methods, both in person and online. Initiatives should focus on mentorship, networking, career and leadership development, education, work life balance and overall well-being.

Charge 3 Deliverable: Identify SSO Committees, volunteers, and other internal and external stakeholders to collaborate with to develop and deliver program initiatives.

Charge 4 Deliverable: Assess the overall program on a continuous basis, ensuring it meets the needs of target audiences and identify areas for improvement. Ensure the program aligns with SSO's strategic goals related to diversity, equity, and inclusion.

Charge 4 Deliverable: Volunteer to serve as abstract reviewers for various topics as requested by program committees.

Composition: Chair, Vice Chair, up to 12 members, EC liaison, and staff liaison.

Staff Liaison: Patti Stella.