



Committee Handbook

Table of Contents

Introduction	3
Mission.....	3
Vision	3
Values	3
Code of Conduct	3
Bylaws.....	3
Strategic Plan 2023-2027	3
Governance Structure	5
Committee Overview	5
Overall Role & Responsibilities	6
Committee Appointments.....	7
Committee Charges.....	7
Committee Terms	7
Meetings and Participation.....	7
Committees Appointed for the 2025-2026 Governance Year.....	9
Committee Staff Liaisons	10
Appendix: Committee Tools and Guiding Documents	11

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
<p>Year 1 GOAL: Champion Diversity, Equity, and Inclusion (DEI) throughout the field of cancer surgery Objectives:</p> <ul style="list-style-type: none"> ➤ Ensure DEI is reflected throughout the SSO ➤ Create and share DEI guiding principles for the Society ➤ Engage organizations representing DEI affinity groups 	<p>Year 1 GOAL: Make the SSO more diverse and inclusive Objectives:</p> <ul style="list-style-type: none"> ➤ Expand presence and visibility of underrepresented groups ➤ Ensure the SSO leadership composition reflects diversity ➤ Ensure meaningful engagement for underrepresented groups 	<p>Year 2 GOAL: Promote health equity in cancer care Objectives:</p> <ul style="list-style-type: none"> ➤ Lead effort to identify and eliminate disparities ➤ Support recruitment of diverse populations to clinical trials ➤ Design and disseminate health equity educational content 	<p>Year 3 GOAL: Diversify surgical oncology workforce Objectives:</p> <ul style="list-style-type: none"> ➤ 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
<p>Year 2 GOAL: Advocate for the surgical oncology perspective in multidisciplinary cancer care Objectives:</p> <ul style="list-style-type: none"> ➤ Address workforce issues and the future of surgical oncology ➤ Increase the pipeline of surgical oncologists ➤ Communicate on behalf of profession with external stakeholders 	<p>Year 3 GOAL: Grow domestic and international membership by establishing the SSO as the professional home for the cancer surgery team Objectives:</p> <ul style="list-style-type: none"> ➤ Ensure the Annual Meeting is a flagship event ➤ Maintain and expand scientific journal opportunities ➤ Create resources for the broader cancer surgery community 	<p>Year 1 GOAL: Provide high-quality continuing cancer surgery education worldwide Objectives:</p> <ul style="list-style-type: none"> ➤ 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 	<p>Year 2 GOAL: Support professional growth and leadership development Objectives:</p> <ul style="list-style-type: none"> ➤ Provide career development resources ➤ Support leadership development ➤ Provide lifelong education and resources
<p>Year 1 GOAL: Develop and optimize meaningful partnerships Objectives:</p> <ul style="list-style-type: none"> ➤ 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 	<p>Year 1 GOAL: Strengthen member engagement and retention Objectives:</p> <ul style="list-style-type: none"> ➤ Define and remain focused on the SSO value proposition ➤ Retain early-career members ➤ Communicate the value of SSO membership to domestic and international stakeholders 	<p>Year 3 GOAL: Optimize standards across the continuum of cancer care Objectives:</p> <ul style="list-style-type: none"> ➤ Leverage SSO expertise in development of treatment recommendations ➤ Leverage tools for quality improvement ➤ Incorporate innovative methods to decrease disparities 	<p>Year 3 GOAL: Foster scientific investigation, discovery, and innovation Objectives:</p> <ul style="list-style-type: none"> ➤ 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 or President.
- 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 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. Volunteer position descriptions can be found in the appendix to this handbook.

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.
- Applicants must be Active, Active International, APP & Associate, Candidate, Post-Fellowship Candidate, or Emeritus members of the Society in good standing.
- Resident & Medical Student members are eligible to serve on the Resident & Medical Student Task Force.
- Committee leadership and staff review the applications to develop a recommended roster for the incoming President to approve.
- 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 2025-2026 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.

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 may be requested to report on the activities of their assigned committees to the Board. When proposing a new program or project, committees must submit a complete Executive Summary. A sample can be found in the appendix to this handbook.

Committees Appointed for the 2025-2026 Governance Year

- Advanced Cancer Therapies (ACT) Committee
- Advanced Practice Providers (APP) Committee
- Breast Disease Site Work Group
- Breast Program Directors Committee
- Breast Surgical Oncology (BSO) Fellowship Training Committee, joint committee with the American Society of Breast Surgeons (ASBrS)
- CGSO Board Review Course Program Committee
- CGSO Program Directors Work Group
- CME Committee
- Colorectal DSWG
- Community Practice Surgery Committee
- Constitution & Bylaws Committee
- Corporate Relations Committee
- Development Committee
- Education & Innovation Committee
- Endocrine/Head & Neck Disease Site Work Group
- Fellows & Young Attendings Committee
- Finance Committee
- Gastrointestinal Disease Site Work Group
- HPB Disease Site Work Group
- International Committee
- Melanoma Disease Site Work Group
- Membership Committee
- Nominating Committee
- PSM Disease Site Work Group
- Publications Committee
- Quality Committee
- Research Committee
- Resident & Medical Student Task Force
- Sarcoma Disease Site Work Group
- Scientific Program Committee
- Surgical Oncology Pathways to Health Engagement, Representation, and Education (SPHERE) Committee
- Surgical Oncologists for Sustainability Committee
- Value Task Force
- Women in Cancer Surgery Committee

SSO-Affiliated Editorial Boards

- *Annals of Surgical Oncology* Editorial Board
- Surgical Council on Resident Education (SCORE) Editorial Board
- *Surgical Oncology Insight* Editorial Board

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	Page #s
2025-2026 Board of Directors Roster	13-16
SSO Staff Contact Roster	17-20
Sample Executive Summary	21
SSO Code of Conduct	22-26
Conflict of Interest Policy	27-29
Confidentiality Policy	30-31
SSO Bylaws	32-41
Position Descriptions: <ul style="list-style-type: none"> • Committee Member • Board Liaison 	<ul style="list-style-type: none"> • 42-43 • 44
2024-2025 Committee Charges: <ul style="list-style-type: none"> • Advanced Cancer Therapies (ACT) Committee • Advanced Practice Providers (APP) Committee • Breast Program Directors Committee • Breast Surgical Oncology (BSO) Fellowship Training Committee • CGSO Board Review Course Program Committee • CGSO Program Directors Work Group • CME Committee • Community Practice Surgery Committee • Constitution & Bylaws Committee • Corporate Relations Committee • Development Committee • Disease Site Work Groups (all) • Education and Innovation Committee • Fellows & Young Attendings Committee • Finance Committee • International Committee • Membership Committee • Nominating Committee • Publications Committee • Quality Committee • Research Committee • Resident and Medical Student Task Force • Scientific Program Committee • SCORE Editorial Board 	<ul style="list-style-type: none"> • 45 • 46 • 47 • 48-53 • 54 • 55 • 56 • 57 • 58 • 59 • 60 • 61 • 62 • 63 • 64 • 65 • 66 • 67 • 68-69 • 70 • 71 • 72 • 73 • 74



• SPHERE (Surgical Oncology Pathways to Health Engagement, Representation, and Education) Committee	• 75
• Surgical Oncologists for Sustainability Committee	• 76
• Value Task Force	• 77
• Women in Cancer Surgery Committee	• 78

2025-2026 Board of Directors





Position (Term)		Name and Contact Information
President (2025-2026) Executive Committee Member		Russell S. Berman, MD, FSSO New York, NY Specialty: Melanoma; Soft Tissue Sarcoma
President-Elect (2025-2026) Executive Committee Member		Kenneth K. Tanabe, MD, FSSO Massachusetts General Hospital Boston, MA Specialty: Surgical/Multi-Disease
Treasurer (2023-2026) Executive Committee Member		Tari King, MD, FSSO Dana-Farber Cancer Institute Boston, MA Specialty: Breast
Vice President (2024-2027) Executive Committee Member		Margo Shoup, MD, MBA, FSSO MultiCare Cancer Institute Tacoma, WA Specialty: HPB; Soft Tissue Sarcoma
Secretary (2025-2028) Executive Committee Member		Herbert Zeh, III, MD, FACS, FSSO UT Southwestern Medical Center Dallas, TX Specialty: Pancreas






Position (Term)		Name and Contact Information
Immediate Past President (2025-2026) Executive Committee Member		Ronald P. DeMatteo, MD, FSSO University of Pennsylvania Philadelphia, PA Specialty: Surgical/Multi-Disease
Second Past President (2025-2026)		Kelly K. Hunt, MD, FSSO MD Anderson Cancer Center Houston, TX Specialty: Surgical/Multi-Disease; Breast
Member (2023-2026)		Callisia Clarke, MD, MS, FSSO Medical College of Wisconsin Milwaukee, WI Specialty: Pancreas; Melanoma
Member (2023-2026)		Melissa Hogg, MD, FSSO Northshore University Health System Evanston, IL Specialty: HPB; Gastrointestinal
Member (2024-2027)		Ryan C. Fields, MD Washington University School of Medicine St. Louis, MO Specialty: Gastrointestinal; Melanoma; HPB
Member (2024-2027)		E. Shelley Hwang, MD, MPH, FSSO Duke University Durham, NC Specialty: Breast






Position (Term)		Name and Contact Information
Member (2025-2028)		Matthew H. G. Katz, MD MD Anderson Cancer Center Houston, TX Specialty: Pancreas
Member (2025-2028)		Amanda Kong, MD, MS, FACS, FSSO, DABS Medical College of Wisconsin Milwaukee, WI Specialty: Breast
Community Practice Representative (2025-2028)		Toan T. Nguyen, MD Westchester Medical Center Valhalla, NY Specialty: Breast
International Representative (2024-2027)		Julie Hallet, MD Sunnybrook Health Sciences Centre Toronto, ON, Canada Specialty: HPB; Gastrointestinal
Director-at-Large (2023-2026)		Alexandra Gangi, MD, FSSO Cedars Sinai Medical Center Los Angeles, CA Specialty: Gastrointestinal; HPB
Director-at-Large (2024-2027)		Mediget Teshome, MD, MPH, FACS UCLA Los Angeles, CA Specialty: Breast




Position (Term)		Name and Contact Information
Director-at-Large (2025-2028)		Michael Lowe, MD Emory University School of Medicine Atlanta, GA Specialty: Melanoma
ASO Editor-in-Chief (2018-) Non-Voting		Kelly M. McMasters, MD, PhD University of Louisville Louisville, KY Specialty: Surgical/Multi-Disease
SO/ Editor-in-Chief (2023-) Non-Voting		Shishir Maithel, MD Northwestern University, Lurie Comprehensive Cancer Center Chicago, IL Specialty: HPB; Gastrointestinal
SSO Chief Executive Officer (2022-) Non-Voting		Anna Polyak, RN, JD Society of Surgical Oncology Rosemont, IL

SSO Staff Contacts

	Name, Role, Contact Information
	<p>Anna Polyak, RN, JD Chief Executive Officer annapolyak@surgonc.org Office: (847) 427-1400 x 101 Cell: (847) 902-9442 Committee staff liaison: Publications</p>
	<p>Myrna Asencio, MBA Chief Financial Officer myrnaasencio@surgonc.org Office: (847) 427-1400 x 106 Cell: (312) 316-9897 Committee staff liaison: Finance</p>
	<p>Maria Ornelas Staff Accountant mariaornelas@surgonc.org Office: (847) 427-1400 x 124</p>
	<p>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</p>

	<p>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, SPHERE Committee, Global Forum of Cancer Surgeons, Global Partner Societies</p>
	<p>George Kutsunis Assistant Director, IT Infrastructure & Data Management gkutsunis@surgonc.org Office: (847) 427-1400 x 117</p>
	<p>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 Committee</p>
	<p>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</p>
	<p>Brittany Fermo Manager, Meetings & Education brittanyfermo@surgonc.org Office: (847) 427-1400 x 109 Cell: (847) 530-1568</p>

	<p>Pam Hayden Director, Quality & Research Programs pamhayden@surgonc.org Office: (847) 427-1400 x 120 Cell: (815) 236-9656 Committee staff liaison: Quality, Research, Surgical Oncologists for Sustainability Committee, Value Task Force</p>
	<p>Sara Nelli, CAE Assistant Director, Education saranelli@surgonc.org Office: (847) 427-1400 x 122 Cell: (847) 471-2350 Committee staff liaison: Breast Program Directors, BSO Training, CGSO Fellowship Program Directors Work Group, Fellows & Young Attendings, SCORE Editorial Board, Resident & Medical Student Task Force</p>
	<p>Devin Winkler Assistant Manager, Education devinwinkler@surgonc.org Office: (847) 427-1400 x 119 Committee staff liaison: All DSWGs</p>
	<p>Cara Roth Education Specialist cararoth@surgonc.org Office: (847) 427-1400 x 109</p>
	<p>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 Committee</p>

	<p>Franki Cohen Project Coordinator frankicohen@surgonc.org Office: (847) 427-1400 x 112 Cell: (847) 804-1239</p>
	<p>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 Committee</p>
	<p>Elle Funderburg Assistant Manager, Marketing ellepeifer@surgonc.org Office: (847) 427-1400 x 115 Cell: (937) 478-4053</p>

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.



Conflict of Interest Policy

Purpose

This policy exists to promote transparency within the Society of Surgical Oncology (SSO) and mitigate any actual or perceived Conflicts of Interest for members serving in positions of leadership within the organization. The intent of this policy is to supplement, not replace, any applicable federal, state, or local laws regarding conflicts of interest.

Overview

Many individuals serve the SSO in a variety of capacities which may involve making, contributing to, or influencing significant organizational decisions. **A conflict of interest arises when personal interests interfere with, or reasonably could interfere with, an individual from performing their obligations in an unbiased manner.**

Conflicts of interest may arise when:

- The interests or activities of an individual or a member of their family are potentially competitive with or adverse to those of the SSO; or
- An individual is in a position to influence a transaction or decision in such a way that it will or might appear to benefit the individual or their family member.

Applicability

This policy applies to members of an SSO Committee, Subcommittee, Editorial and Advisory Board, Work Group, or Task Force (collectively, “committee members”), the Board of Directors, or as a representative of the organization (collectively “volunteer leaders”).

Policy

Volunteer leadership must disclose any potential Conflicts of Interest upon appointment to their position. If a COI develops during their tenure of service, s/her should disclose at the time the conflict develops.

SSO volunteer leadership should avoid any actual or perceived conflicts of interest when undertaking work on behalf of the Society.

- An individual shall not participate in discussions, vote on, influence, attempt to influence, make recommendations regarding, or otherwise participate in any transaction in which the individual or a member of their family has a conflict of interest.
- Anyone with a conflict of interest may not do business with or compete with SSO unless expressly authorized to do so by the Board of Directors. Such waiver will

not be granted until full and complete disclosure and coordination with legal counsel has occurred.

- Neither an individual nor a member of their family shall accept gifts or other favors under circumstances that might reasonably lead to the inference that the gift or favor was intended to influence their decision-making in the performance of their duties to SSO.
- An individual shall not disclose or use SSO information for personal profit or advantage (directly or indirectly) or use or disclose information designated as confidential and/or strategic in advance of its authorized release or publication.

Compliance and Enforcement

Volunteer leaders must disclose any potential Conflicts of Interest upon appointment to their position. If a COI develops during their tenure of service, they should disclose at the time the conflict develops.

Volunteer leaders are required to attest to the absence of any real or perceived Conflicts of Interest upon appointment or election to their position.

The Constitution and Bylaws Committee will review all Conflicts submitted to determine whether any action is necessary. If a Conflict requires resolution, the Board of Directors will suggest a course of action. Non-compliance with the suggested course of action will constitute a violation of SSO's Code of Conduct and will be resolved as outlined in the Code of Conduct.

Reporting

Any possible violations of this policy by any member or persons identified within must be reported to the SSO in either of the following ways:

- Via email to conduct@surgonc.org
- Mailing address alternative for written documents:
 - SSO Conduct Reporting
9525 W. Bryn Mawr Ave Ste 870
Rosemont, IL 60018

The action taken will depend on the nature of the concern and will follow the Violation Resolution process outlined in SSO's Code of Conduct.

Policy Review

The Constitution and Bylaws Committee will review this policy every four (4) years to ensure it continues to meet the needs of the Society and its members and remains in compliance with all applicable state and federal laws.

Attestation

As a volunteer leader in the Society of Surgical Oncology (“SSO”), I recognize I have fiduciary and/or other duties to SSO related to conflicts of interest. One aspect of fulfilling my duties to SSO is to avoid conflicts of interest in which my allegiance to SSO may be in conflict or otherwise inconsistent with some other professional, business, or personal interest and/or position of responsibility I may have.

- I understand that conflicts of interest include evident conflicts as well as conflicts that may exist or may be perceived by others to exist whether I believe them to exist or not, all of which are referred to herein as “Conflicts.”
- I understand that in the event a Conflict exists, I have a responsibility to SSO to disclose the Conflict and withdraw from discussions and voting with respect to issues that arise out of or in any way relate to the Conflict.

Please select one of the below:

☐ **(Yes, I have a potential conflict) I hereby certify that I have a potential Conflict of Interest as outlined in SSO’s Conflict of Interest Policy.**

List conflict(s)

OR

☐ **(No, I have no potential conflicts at this time) I hereby certify that I am engaged in no activity and am affiliated with no person, corporation, partnership, association, business, organization, or other entity, that creates or may create a conflict with my duties and responsibilities as a volunteer leader within the SSO.**

In the event a Conflict arises, I agree to immediately notify SSO at sso@surgonc.org and acknowledge that any Conflict is grounds for and may lead to my removal from the group on which I now serve.

Committee or Representative Position(s)

Signature	Date



Confidentiality Policy

Purpose

This policy exists to protect any confidential or proprietary information disclosed to a volunteer leader within the Society of Surgical Oncology (SSO).

Overview

Service to the SSO often requires the disclosure of confidential and proprietary information.

An expectation of volunteer leaders is that sensitive and confidential information is not shared with individuals who could use this information in a matter that is inconsistent with the best interests of the organization.

Applicability

This policy applies to members of an SSO Committee, Subcommittee, Editorial or Advisory Board, Work Group, or Task Force (collectively, “committee members”), the Board of Directors, or as a representative of the organization (collectively “volunteer leaders”) upon appointment to their position, and SSO staff as of their hire date.

Policy

While SSO values transparency and a high degree of openness in its affairs, volunteer leaders owe a duty of confidence to the organization. They must not disclose or discuss confidential information concerning the business and affairs of SSO received in their capacity as volunteer leadership with others outside the organization unless otherwise authorized by the Board or its counsel.

Confidential and proprietary information includes, but is not limited to, materials, discussions, or data of any kind concerning any matters affecting or relating to SSO, the business or operations of SSO, and/or the products, plans, processes, or other data of the Society not generally known or available to other volunteers, employees, or other individuals outside of the organization. These may include personal or identifying information that is linked or linkable to a specific individual.

Those persons subject to this policy shall not, nor shall they allow others to, make copies of, discuss, disclose, otherwise disseminate, or use any Confidential Information for any purpose whatsoever except when directly authorized in connection with their service to the SSO.

Compliance and Enforcement

Volunteer leadership shall sign a Confidentiality Policy Agreement on an annual basis, or upon appointment to their position, acknowledging receipt and agreement to comply with the policy. Failure to sign the Confidentiality Policy Agreement constitutes a

violation of SSO's Code of Conduct and will be resolved as outlined in the Code of Conduct.

Reporting

Any possible violations of this policy by any member or persons identified within must be reported to the SSO in either of the following ways:

- Via email to conduct@surgonc.org
- Mailing address alternative for written documents:
 - SSO Conduct Reporting
9525 W. Bryn Mawr Ave Ste 870
Rosemont, IL 60018

The action taken will depend on the nature of the concern and will follow the Violation Resolution process outlined in SSO's Code of Conduct.

Policy Review

The Constitution and Bylaws Committee will review this policy every three (3) years to ensure it continues to meet the needs of the Society and its members and remains in compliance with all applicable state and federal laws.

Attestation

As a volunteer leader in the Society of Surgical Oncology ("SSO"), I recognize I have a duty to protect any confidential or proprietary information disclosed to me in the course of my service. I acknowledge receipt and understanding of SSO's Confidentiality Policy.

I hereby certify that I will protect the confidentiality of any sensitive information I receive as outlined in this policy. I understand that in the event a Conflict of Interest exists and maintaining confidentiality may pose a significant challenge, I have a responsibility to SSO to disclose the Conflict and withdraw from discussions and voting with respect to issues that arise out of or in any way relate to the Conflict.

I understand that sharing any confidential or proprietary information with anyone who could use this information in a matter that is inconsistent with the best interests of the organization is grounds for and may lead to my removal from the group on which I now serve or dismissal from the organization.

Committee or Representative Position

Signature	Date

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.

Committee Member Position Description

Overview

Committees, Subcommittees, Work Groups, and Task Forces (collectively, “committees”) and staff are critical to the accomplishment of the SSO Mission. The work of committees is in support of the Society’s Strategic Plan. The number and function of SSO committees may vary from year-to-year depending on the priorities and resources of SSO.

In addition to the Standing Committees identified in the Bylaws, all other committees are established by the Board of Directors. The President, as directed by the Bylaws, appoints all members of these groups. Committee members have a fiduciary relationship with the Society and will be required to complete a Conflict of Interest Certification on an annual basis.

Role & Responsibilities

Committee members are expected to:

- **Prepare for and attend all meetings and conference calls:**
 - 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:**
 - Actively contribute to the work of the SSO
 - 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 Board decisions and actions**

Eligibility

Per the SSO Bylaws, Active, Active International, Emeritus, Associate, Candidate, and Post-Fellowship Candidate members are eligible to serve

Commitment Required

Most committees have 2-year terms. Task Forces will be disbanded once their work is complete. The BSO Fellowship Training Committee requires a 3-year commitment. The entire policy on Committee Appointments and Tenure can be found in the Committee Handbook.

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. A Committee Handbook is developed and distributed each year.

Board Liaison Description

Overview

Each committee is assigned a Board of Directors Liaison. This person is selected by the incoming President for their governance year based on skills, expertise, or if in a specific role on the Board. For example, the Community Practice Representative will be the Liaison to the Community Practice Surgery Committee.

Role & Responsibilities

The Board Liaison has the same role and responsibilities as all other committee members, plus serves in an advisory role to provide a bridge between the committee and SSO leadership.

Specific Responsibilities:

- Serve as a regular committee member: participate in calls/meetings, volunteer for project assignments, and work with peers to meet the committee's charge.
- Represent the Executive Council at committee meetings;
- Provide strategic input/direction to the committee on SSO initiatives and how they relate to the Society's Strategic Plan, as needed;
- Represent the committee at Executive Council meetings;
- Create a bridge between the committee and the Executive Council;
- Provide diplomacy and speak candidly with the Chair or a member who needs further guidance, advice, and/or direction. (The SSO Staff Liaison may call on you for assistance if challenges arise.)

Eligibility

Must be a current member of the Board of Directors.

Commitment Required

Board Liaisons serve a 1-year term beginning April 1 and ending March 31 of the following year. Each may be reappointed until their tenure on the Board is over.

Committees must meet in an effective way at least two times per year. While most of the work is done electronically, all committee members are expected to attend the annual Joint Committee Conference held in conjunction with the SSO Annual Meeting.

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. A Committee Handbook is developed and distributed each year.

2025-2026 Advanced Cancer Therapies Program Committee Charge



Purpose

The Advanced Cancer Therapies (ACT) Committee is responsible for developing the most compelling, engaging scientific program for the ACT Meeting that meets attendee needs and enhances their meeting experience.

Responsibilities

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

Composition/Appointments

- Chair: 1 year
- Vice-Chair: 1 year
- Up to 17 members: 2 years
- Immediate Past Chair: 1 year
- Board Liaison: 1 year

New members are chosen during the Application for Engagement based on the needs for program planning related to the meeting topics. Vice Chairs are selected from among members who have served on the committee within the past 5 years.

Eligibility	Time Commitment	Staff Liaison
<ul style="list-style-type: none">• Current voting SSO member with dues paid for 2025.• Complete Application for Engagement.• Commit to allocating time to effectively participate.	<ul style="list-style-type: none">• Multiple virtual meetings per year (approximately monthly).• Several hours for abstract review.• Additional hours per month to complete committee responsibilities.• Attend ACT meetings you plan.	<p>Meagan Gilliland-Johnson Mgillilandjohnson@surgonc.org</p>

2025-2026 Advanced Practice Provider Committee Charge



Purpose

The Advanced Practice Provers (APPs) Task Force is responsible for developing and overseeing initiatives aimed at engaging and supporting APPs within the organization. The overarching goal is to strengthen the collaboration and partnership between cancer surgeons and cancer APPs.

Responsibilities

- Identify the needs of the APP target audience.
- Develop a framework for addressing the target audience's needs utilizing a variety of initiatives and delivery methods.
- Collaborate with SSO Committees, volunteers, internal and external stakeholders to develop and deliver program initiatives.
- 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.

Composition/Appointments

- Chair: 2 years
- Vice Chair: 2 years
- Up to 14 members: 2 or 3 year-terms for initial appointees
- Board Liaison

This Task Force was appointed for an initial period of 3 years, when it will be formalized into a full committee or sunset. Member seats ending after 2 years will be filled through the Application for Engagement. New members are appointed by the President-Elect during the Application for Engagement, taking a wide range of factors into account: diversity of gender, race, geographical location, program size, and skillset, among others. New Vice Chairs are selected from among current members or those whose 2-year term is ending.

Eligibility	Time Commitment	Staff Liaison
<ul style="list-style-type: none">• Current SSO members with dues paid for 2025:<ul style="list-style-type: none">◦ Associate & APP member type.• Complete Application for Engagement.• Commit to allocating time to effectively participate.	<ul style="list-style-type: none">• Multiple virtual meetings per year (approximately monthly).• Additional hours per month to complete committee responsibilities.• Attend the Joint Committee Conference held at the SSO annual meeting.	<p>Vicky Giannopoulos: vickygiannopoulos@surgonc.org</p> <p>Trinity Rubio: trinityrubio@surgonc.org</p>

2025-2026 Breast Fellowship Program Directors' Committee Charge



Purpose

The Breast Surgical Oncology Fellowship Program Directors' Committee is responsible for serving the training programs in an efficient and effective manner by providing recommendations on the Breast Surgical Oncology Fellowship Curriculum and Minimum Training Requirements, Didactic Curriculum Guidelines, and Program Requirement Guidelines. The Committee should collectively identify and implement best practices to train/educate the fellows and meet the program requirements. The Committee serves as a collective forum to discuss ongoing issues and solutions for the fellowship programs and fellows, and the application/matching process.

Responsibilities

- Serve as a communication forum for all Breast Surgical Oncology Fellowship training programs.
- Where appropriate, advise on matters pertaining to the Breast Surgical Oncology Fellowship Match.
- Develop training and educational opportunities for Breast Surgical Oncology Fellows.
- Oversee the development and planning of the didactic curricula, selection of faculty, and hands-on labs for the Breast portion of the SSO Fellows Institute.
- Provide representation on the Breast Surgical Oncology Fellowship Training Committee.
- Report all relevant issues with Breast Surgical Oncology Fellowship training to the SSO Board. Effectively utilize the Board liaison to communicate important issues to the Board.

Composition/Appointment

- Chair: 2 years
- Vice Chair: 2 years
- Program Directors and Associate Directors of all Breast Surgical Oncology Fellowship Training Programs: duration of their position
- Board Liaison: 1 year

When selecting a new Vice Chair, they must be a current member.

Eligibility	Time Commitment	Staff Liaison
<ul style="list-style-type: none">• Current SSO members with dues paid for 2025.• Commit to allocating time to effectively participate.	<ul style="list-style-type: none">• Multiple virtual meetings per year (approximately 4X/year).• Additional hours per month to complete committee responsibilities.• Attend the Joint Committee Conference held at the SSO annual meeting.	<p>Sara Nelli: saranelli@surgonc.org</p>

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	<ul style="list-style-type: none"> Chair/Vice Chair (Each position has a 2 year term) Alternate between ASBrS & SSO <ul style="list-style-type: none"> (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. 	<ul style="list-style-type: none"> Chair/Vice Chair (Each position has a 2 year term) Alternate between ASBrS & SSO <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 6 positions open April 1, 2025 through March 31, 2028. SSO nominates 6 individuals. Count: 10 ASBrS nominees, 10 SSO nominees. 	20: <ul style="list-style-type: none"> 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.
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			10 SSO nominees.		
Program Directors		2: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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).

2025-2026 CGSO Board Exam Review Course Program Committee Charge



Purpose

The Complex General Surgical Oncology (CGSO) Board Exam Review Course Program Committee is responsible for developing 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.

Responsibilities

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

Composition/Appointment

- Chair: 2 years
- Vice Chair: 2 years
- One additional member: 2 years

Appointment as committee member means automatic ascension to Vice Chair, then Chair after 2-year terms in each position.

Eligibility	Time Commitment	Staff Liaison
<ul style="list-style-type: none">• Current SSO members with dues paid for 2025.<ul style="list-style-type: none">◦ Active, Active International, Emeritus, Post-Fellowship Candidate member types.• CGSO-Board certification.• Commit to allocating time to effectively participate.	<ul style="list-style-type: none">• Multiple virtual meetings per year.• Additional hours per month to complete committee responsibilities.• Participate in the CGSO Board Exam Review Courses you plan.	<p>Meagan Gilliland-Johnson Mgillilandjohnson@surgonc.org</p>

2025-2026 CGSO Fellowship Program Directors' Work Group Charge



Purpose

The Complex General Surgical Oncology (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.

Responsibilities

- Serve as a communication forum for all accredited CGSO Fellowship training programs.
- Where appropriate, advise on matters pertaining to SSO's responsibilities with the CGSO Fellowship Match.
- Review, update, and improve CGSO Fellowship curriculum, study materials, and educational programs through the SSO while adhering to applicable regulations.
- 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.
- Maintain representation on SCORE Editorial Board to enhance communication with the SSO's educational leaders and to provide oversight on CGSO curricular development.
- Represent SSO on external GME issues that significantly affect CGSO programs.
- Report all relevant issues with CGSO Fellowship training to the SSO Board. Effectively utilize the Board liaison to communicate important issues to the Board.

Composition/Appointment

- Chair: 2 years
- Vice Chair: 2 years
- 9 members: no more than 1 Director or Co-Director per CGSO Fellowship Program
- Board Liaison

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

Eligibility	Time Commitment	Staff Liaison
<ul style="list-style-type: none">• Current SSO members with dues paid for 2025.• CGSO Fellowship Program Director or Co-Director.• Commit to allocating time to effectively participate.• Complete Application for Engagement.	<ul style="list-style-type: none">• Multiple virtual meetings per year.• Additional hours per month to complete committee responsibilities.• Attend the Joint Committee Conference held at the SSO annual meeting.	<p>Sara Nelli: saranelli@surgonc.org</p>

2025-2026 CME Committee Charge

Purpose

The Continuing Medical Education (CME) Committee is responsible for overseeing the planning and development of all SSO 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.

Responsibilities

- 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.
- 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.
- Annually conduct an analysis of SSO's overall CME program.
- Work with staff to maintain continued accreditation of SSO CME activities from the ACCME and assist in ACCME reaccreditation process every 4-6 years.
- Annually review and approve all SSO CME policies and CME Mission Statement.
- Serve as volunteer reviewers for abstract submissions to SSO's live meetings.

Composition/Appointment

- Chair: 2 years
- Vice Chair: 2 years
- Up to 12 members: 2 years
- Board Liaison

New members are appointed by the President-Elect during the Application for Engagement, taking a wide range of factors into account: diversity of gender, race, geographical location, program size, and skillset, among others. New Vice Chairs are selected from among current members or those whose 2-year term is ending.

Eligibility	Time Commitment	Staff Liaison
<ul style="list-style-type: none"> • Current voting SSO members with dues paid for 2025. • Commit to allocating time to effectively participate. • Complete Application for Engagement. 	<ul style="list-style-type: none"> • Multiple virtual meetings per year. • Additional hours per month to complete committee responsibilities. • Attend the Joint Committee Conference held at the SSO annual meeting. 	<p>Meagan Gilliland-Johnson Mgillilandjohnson@surgonc.org</p>

2025-2026 Community Practice Surgery Committee Charge



Purpose

The Community Practice Surgery (CPS) Committee is responsible for developing and evaluating opportunities to enhance participation and membership by Community Practice Surgeons in the SSO.

Responsibilities

- Identify opportunities to recruit new Community Practice Surgeons as SSO members.
- 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.
- Assist with planning and implementation of projects and programs developed in support of the Strategic Plan.
- Serve as volunteer reviewers for abstract submissions to SSO's live meetings, when requested.

Composition/Appointment

- Chair: 2 years
- Vice Chair: 2 years
- Up to 20 members: 2 years
- Board Liaison: CPS Representative, 3 years

New members are appointed by the President-Elect during the Application for Engagement, taking a wide range of factors into account: diversity of gender, race, geographical location, program size, and skillset, among others. New Vice Chairs are selected from among current members or those whose 2-year term is ending.

Eligibility	Time Commitment	Staff Liaison (s)
<ul style="list-style-type: none">• Current voting SSO members with dues paid for 2025.• Commit to allocating time to effectively participate.• Complete Application for Engagement.	<ul style="list-style-type: none">• Multiple virtual meetings per year (approx. monthly).• Additional hours per month to complete committee responsibilities.• Attend the Joint Committee Conference held at the SSO annual meeting.	<p>Vicky Giannopoulos: vickygiannopoulos@surgonc.org</p> <p>Trinity Rubio: trinityrubio@surgonc.org</p>

2025-2026 Constitution & Bylaws Committee Charge



Purpose

The Constitution & 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 volunteer leaders and SSO staff to keep SSO policies and procedures in line with best practices to meet the needs of the Society.

Responsibilities

- Regularly review SSO Bylaws to ensure they are kept current with best practices and make recommendations for amendments.
- Review and resolve any conflicts of interest disclosed by SSO committee members, and volunteer leadership.
- Review and recommend updates to current SSO Policy & Procedures Manual.
- Assist with development of SSO policies and procedures reflecting the current Strategic Plan goals.
- Oversee implementation of SSO Code of Conduct and related policies.
- Serve as advisory body to SSO Board of Directors related to ethical issues.

Composition/Appointment

- Chair: 2 years
- Vice Chair: 2 years
- Up to 12 members: 2 years
- Board Liaison: President, 1 year

New members are appointed by the President-Elect during the Application for Engagement, taking a wide range of factors into account: diversity of gender, race, geographical location, program size, and skillset, among others. New Vice Chairs are selected from among current members or those whose 2-year term is ending.

Eligibility	Time Commitment	Staff Liaison (s)
<ul style="list-style-type: none">• Current voting SSO members with dues paid for 2025.• Commit to allocating time to effectively participate.• Complete Application for Engagement.	<ul style="list-style-type: none">• Multiple virtual meetings per year (approx. quarterly).• Additional hours per month to complete committee responsibilities.• Attend the Joint Committee Conference held at the SSO annual meeting.	<p>Andrea King: andreaking@surgonc.org</p>

2025-2026 Corporate Relations Committee Charge



Purpose

The Corporate Relations Committee is responsible for recruiting, cultivating, and stewarding relationships with industry. Committee members will participate in activities at SSO meetings and other events to foster relationships with SSO's current corporate partners and potential new sponsors. Additionally, they will provide future-focused leadership on research, new devices, and new therapies impacting the surgical oncology profession to assist in prospect identification.

Responsibilities

- Serve as ambassadors with current industry relationships.
- Identify and cultivate prospects for new industry partnerships.
- Review applications for industry partnerships including webinars, podcasts, other online education and advertisements.
- Participate in various meetings with industry partners throughout the year.

Composition/Appointment

- Chair: 2 years
- Vice Chair: 2 years
- Up to 12 members: 2 years
- Board Liaison: Treasurer, 3 years

New members are appointed by the President-Elect during the Application for Engagement, taking a wide range of factors into account: diversity of gender, race, geographical location, program size, and skillset, among others. New Vice Chairs are selected from among current members or those whose 2-year term is ending.

Eligibility	Time Commitment	Staff Liaison (s)
<ul style="list-style-type: none">• Current voting SSO members with dues paid for 2025.• Commit to allocating time to effectively participate.• Complete Application for Engagement.	<ul style="list-style-type: none">• Multiple virtual meetings per year (approx. monthly).• Additional hours per month to complete committee responsibilities.• Attend the Joint Committee Conference held at the SSO annual meeting.	Emily Butera: emilybutera@surgonc.org

2025-2026 Development Committee Charge

Purpose

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 Board.

Responsibilities

- 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.
- Engage in peer-to-peer fundraising to encourage non-donor members to contribute and inspire current donors to increase their giving.
- Devise or reactivate and maintain a volunteer-driven, personal donor stewardship program.

Composition/Appointment

- Chair: 2 years
- Vice Chair: 2 years
- Up to 14 members: 2 years
- Board Liaison: Treasurer, 3 years

New members are appointed by the President-Elect during the Application for Engagement, taking a wide range of factors into account: diversity of gender, race, geographical location, program size, and skillset, among others. New Vice Chairs are selected from among current members or those whose 2-year term is ending.

Eligibility	Time Commitment	Staff Liaison (s)
<ul style="list-style-type: none"> • Current voting SSO members with dues paid for 2025. • Commit to allocating time to effectively participate. • Complete Application for Engagement. 	<ul style="list-style-type: none"> • Multiple virtual meetings per year (approx. monthly). • Additional hours per month to complete committee responsibilities. • Attend the Joint Committee Conference held at the SSO annual meeting. 	<p>Vicky Giannopoulos: vickygiannopoulos@surgonc.org</p> <p>Trinity Rubio: trinityrubio@surgonc.org</p>

2025-2026 Disease Site Work Group Charge



Purpose

The Disease Site Work Groups (DSWGs) are responsible for providing expertise in a sub-specialty of surgical oncology for SSO products and projects. This is essential in the planning and offerings of SSO initiatives, especially related to relevant research, clinical patient treatments, and management of care. This applies to the following disease sites:

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

Responsibilities

- Annual Meeting symposia development and presentation, DSWG-specific abstract moderator selection, and abstract review. Additional participation review as needed.
- For HPB, PSM, and Melanoma DSWGs: ACT symposia and workshop development collaboration, abstract review, and additional participation as needed.
- Content and question writing for educational products and events such as SSO Question of the Week Program, Surgical Oncology Bowl, etc.
- Collaborate with Quality Committee to develop consensus statements and/or expert opinion pieces in specific disease sites.
- Review and evaluate external requests for endorsement of clinical guidelines, consensus statements, appropriate care criteria, coverage policies, and performance measures in surgical oncology.

Composition/Appointment

- Chair: 2 years
- Vice Chair: 2 years
- Up to 20 members: 2 years
- Board Liaison: 1 year

New members are appointed by the President-Elect during the Application for Engagement, taking a wide range of factors into account: diversity of gender, race, geographical location, program size, and skillset, among others. New Vice Chairs are selected from among current members or those whose 2-year term is ending.

Eligibility	Time Commitment	Staff Liaison (s)
<ul style="list-style-type: none">• Current voting SSO members with dues paid for 2025.• Commit to allocating time to effectively participate.• Complete Application for engagement.	<ul style="list-style-type: none">• Multiple virtual meetings per year (approx. monthly).• Additional hours per month to complete committee responsibilities.• Attend the Joint Committee Conference held at the SSO Annual Meeting.	Devin Winkler: devinwinkler@surgonc.org

2025-2026 Education and Innovation Committee Charge

Purpose

The Education and Innovation Committee (EIC) is responsible for providing strategic oversight and innovative direction for the SSO's educational offerings.

The committee collaborates with the Society's other committees to help standardize educational offerings and ensure educational offerings address topics that are non-disease specific such as palliative care, leadership, professional development, cancer rehabilitation, etc. The EIC also collaborates with the Disease Site Work Groups (DSWGs) to align best practices and content across all disease sites, while encouraging offerings that are unique to the disease site. The EIC maintains regular communication with the committees planning the SSO Annual Meeting, Advanced Cancer Therapies Conference, Fellows Institute and CGSO Board Review Course to avoid overlap in content creation; however, the committees planning these events maintain oversight over the course content/curriculum.

Responsibilities

- Provide strategic oversight and innovative direction for the SSO's educational offerings.
- Collaborate with SSO Committees to standardize educational offerings.
- Ensure educational offerings address topics that are non-disease specific such as palliative care, rehabilitation, leadership, professional development etc.
- Collaborate with the DSWGs to align best practices and content across all disease sites, while encouraging offerings that are unique to the disease site.

Composition/Appointments

- Chair: 2 years
- Vice-Chair: 2 years
- Up to 10 members: 2 or 3 years for initial appointees
- Immediate Past Chair: 1 year
- Board Liaison: 1 year

New members are chosen during the Application for Engagement based on the needs for program planning related to the meeting topics. Vice Chairs are selected from among members who have served on the committee within the past 5 years.

Eligibility	Time Commitment	Staff Liaison
<ul style="list-style-type: none"> • Current voting SSO member with dues paid for 2025. • Complete Application for Engagement. • Commit to allocating time to effectively participate. 	<ul style="list-style-type: none"> • Multiple virtual meetings per year (approximately monthly). • Additional hours per month to complete committee responsibilities. 	<p>Patti Stella pattistella@surgonc.org</p>

2025-2026 Fellows & Young Attendings Committee Charge



Purpose

The Fellows & Young Attendings (FYA) Committee is responsible for advising and working with SSO leadership to promote interest in CGSO and Breast as specialties within surgical oncology. The Committee will work to educate members and non-members regarding career pathways in surgical oncology and opportunities for young cancer surgeons, as well as help early career cancer surgeons transition to practice and provide opportunities.

Responsibilities

- Serve as a communication forum for trainees in breast surgical oncology and complex general surgical oncology fellowship training programs through targeted online and live programming.
- Develop new opportunities for trainee and early-career involvement in the SSO organization.
- Develop resources to assist trainees in various aspects of their careers.

Composition/Appointment

- Chair: 1 year
- Vice Chair: 1 year
- Up to 14 members: 2 years
- Board Liaison: Most recently elected Director-at-Large, 1 year

New members are appointed by the President-Elect during the Application for Engagement, taking a wide range of factors into account: diversity of gender, race, geographical location, program size, and skillset, among others. New Vice Chairs are selected from among current members or those whose 2-year term is ending. Representation from both SSO Breast and CSGO Fellowship programs should be considered.

Eligibility	Time Commitment	Staff Liaison (s)
<ul style="list-style-type: none">• Current voting SSO members with dues paid for 2025.<ul style="list-style-type: none">◦ Resident, Candidate, and Post-Fellowship Candidate member types (upon initial appointment).• Commit to allocating time to effectively participate.• Complete Application for Engagement.	<ul style="list-style-type: none">• Multiple virtual meetings per year (at least quarterly).• Additional hours per month to complete committee responsibilities.• Attend the Joint Committee Conference held at the SSO annual meeting.	<p>Sara Nelli: saranelli@surgonc.org</p>

2025-2026 Finance Committee Charge

Purpose

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

Responsibilities

- 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 Board the annual budget.
- Review the findings of the Society's annual financial audit.
- Orient the elected leadership on Society's finances with emphasis on fiduciary responsibilities.
- Evaluate special projects and assess the necessity of the projects along with the costs and overall financial implications for implementation.
- 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.
- Provide financial leadership for the strategic plan.
- Manage the partnership with The Vanguard Group, Inc., relative to the performance of invested assets in keeping with the SSO policies and investment guidelines.

Composition/Appointment

- Chair: Treasurer, 3 years
- Standing members: President, President-Elect, Vice President, Secretary
- Up to 2 members at large: 2 years
- Chief Executive Officer (non-voting)

Eligibility	Time Commitment	Staff Liaison (s)
<ul style="list-style-type: none"> • Current voting SSO members with dues paid for 2025. • Commit to allocating time to effectively participate. • Complete Application for Engagement. 	<ul style="list-style-type: none"> • Multiple virtual meetings per year (approx. monthly). • Additional hours per month to complete committee responsibilities. 	<p>Myrna Asencio: myrnaasencio@surgonc.org</p>

2025-2026 International Committee Charge

Purpose

The International Committee is responsible for recommending proposals 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 international groups within the Society and with proposing educational programs of interest to other committees and the Board.

Responsibilities

- Develop, implement, oversee, and evaluate the success of SSO international programs and initiatives, including criteria for future growth.
- 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.
- Explore collaboration opportunities with global organizations and recommend new initiatives to the Board that will enhance the SSO's global footprint.
- Serve as volunteer reviewers for abstract submissions to SSO's live meetings, when requested.

Composition/Appointment

- Chair: 2 years
- Vice Chair: 2 years
- Up to 16 members: 2 years
- Board Liaison: International Representative, 3 years

New members are appointed by the President-Elect during the Application for Engagement, taking a wide range of factors into account: diversity of gender, race, geographical location, program size, and skillset, among others. New Vice Chairs are selected from among current members or those whose 2-year term is ending.

Eligibility	Time Commitment	Staff Liaison (s)
<ul style="list-style-type: none"> • Current voting SSO members with dues paid for 2025. • Commit to allocating time to effectively participate. • Complete Application for Engagement. 	<ul style="list-style-type: none"> • Multiple virtual meetings per year (approx. every other month). • Additional hours per month to complete committee responsibilities. • Attend the Joint Committee Conference held at the SSO annual meeting. 	<p>Andrea King: andreaking@surgonc.org</p>

2025-2026 Membership Committee Charge

Purpose

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.

Responsibilities

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

Composition/Appointment

- Chair & Board Liaison: Secretary, 3 years
- Vice Chair: 2 years
- Up to 17 members: 2 years

New members are appointed by the President-Elect during the Application for Engagement, taking a wide range of factors into account: diversity of gender, race, geographical location, program size, and skillset, among others.

Eligibility	Time Commitment	Staff Liaison (s)
<ul style="list-style-type: none"> • Current voting SSO members with dues paid for 2025. • Commit to allocating time to effectively participate. • Complete Application for Engagement. 	<ul style="list-style-type: none"> • Multiple virtual meetings per year (approx. monthly). • Additional hours per month to complete committee responsibilities. • Attend the Joint Committee Conference held at the SSO annual meeting. 	<p>Vicky Giannopoulos: vickygiannopoulos@surgonc.org</p> <p>Trinity Rubio: trinityrubio@surgonc.org</p>

2025-2026 Nominating Committee Charge

Purpose

The Nominating Committee is responsible for identifying the future leaders of the SSO and presenting a slate of nominees to other members of the volunteer leadership and membership. The Committee will evaluate and recommend qualified candidates to fill open Board of Directors (BOD) and Nominating Committee positions, ensuring the BOD has the necessary skills and diversity to effectively govern the organization.

Responsibilities

- Actively search for potential BOD and Nominating Committee members who possess the required expertise and experience to align with SSO's Strategic Plan and mission.
- Thoroughly review and vet applications for open leadership positions, including applicant skills, track record, and suitability for leadership.
- Ensure diverse BOD and Nominating Committee composition to reflect the broad range of the SSO membership.
- Present a slate of nominees for open positions on the Board of Directors and Nominating Committee.
- Participate in an electronic vote with the current Board of Directors to determine a final slate of candidates to be brought forward to the membership for ratification.
- Review and enhance criteria for SSO leaders.
- Select the recipient of the Society's Charles M. Balch Distinguished Service Award.

Composition

- Chair: 3rd Past President, 1 year
- Members:
 - 2nd Immediate Past President, 1 year
 - Chair of the SPHERE Committee, 2 years
 - The 2 most senior Directors-at-Large, 2 years
 - 2 elected members (see below)

Election to the Nominating Committee: Three (3) members of the Nominating Committee are elected by the SSO membership in a staggered cycle, three (3) per year:

- One (1) International Representative
- One (1) Community Practice Surgery Representative
- One (1) Undesignated Active Member

Election to the Nominating Committee follows SSO's Nomination and Elections Policy.

Eligibility	Time Commitment	Staff Liaison (s)
<ul style="list-style-type: none"> • Current voting SSO members with dues paid for 2025. • Commit to allocating time to effectively participate. 	<ul style="list-style-type: none"> • Multiple virtual meetings per year. • Additional hours per month to complete committee responsibilities. 	<p>Andrea King: andreaking@surgonc.org</p>

2025-2026 Publications Committee Charge

Purpose

The Publications Committee is responsible for maintaining responsible fiscal policy and editorial oversight of SSO's journals: the *Annals of Surgical Oncology (ASO)* and *Surgical Oncology Insight (SOI)*. The Committee will annually review 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.

Responsibilities

- Provide fiduciary oversight of the ASO and SOI.
- Oversee all business aspects of the journal publishing operations.
- Handle contract negotiations with the journal publisher on behalf of the Board.
- Assess future business development opportunities with the publisher and/or on behalf of the journal.
- Evaluate the performance of the Editor-in-Chief of the ASO and SOI and report to the Board.

Composition/Appointment

- Chair: Initial 5-year, then standard 2 year terms
- Vice Chair: 2 years
- Immediate Past Chair: 1 year
- Board Liaison: Treasurer, 3 years
- ASO and SOI Editors-in-Chief (non-voting)
- Up to 5 members

Two members of the SSO Executive Leadership (President, President-Elect or Immediate Past President) will serve as two of the members of the committee for a 3 year term. When one of these positions opens, it will be filled by the incoming President-Elect for their tenure as President-Elect, President, and Immediate Past President.

The current roster and terms are as follows:

Name	Position	Term Start	Term End
Keith Delman, MD	Chair	4/1/2025	3/31/2027
Chandrajit Raut, MD, MS	Vice Chair	4/1/2025	3/31/2027
Ronald Weigel, MD, PhD	Immediate Past Chair	4/1/2025	3/31/2026
Tari King, MD	Board Liaison (Treasurer)	4/1/2023	3/31/2026
Shishir Maithel, MD	SOI Editor-in-Chief	4/1/2022	
Kelly McMasters, MD, PhD	ASO Editor-in-Chief	4/1/2018	
Ronald DeMatteo, MD	Member (2024 President-Elect)	4/1/2024	3/31/2027
Kenneth Tanabe, MD	Member (2025 President-Elect)	4/1/2025	3/31/2028
Rohit Chandwani, MD	Member	4/1/2025	3/31/2027
David Shibata, MD	Member	4/1/2025	3/31/2027

Eligibility	Time Commitment	Staff Liaison (s)
<ul style="list-style-type: none"> • Current voting SSO members with dues paid for 2025. • Commit to allocating time to effectively participate. • Complete Application for Engagement. 	<ul style="list-style-type: none"> • Multiple virtual meetings per year (approx. monthly). • Additional hours per month to complete committee responsibilities. • Attend the Joint Committee Conference held at the SSO annual meeting. 	<p>Anna Polyak: annapolyak@surgonc.org</p>

2025-2026 Quality Committee Charge

Purpose

The Quality Committee is responsible for defining and promoting high quality, cost-effective, multidisciplinary cancer care. The strategic objectives for accomplishing this goal include: Advancing quality of care in surgical oncology; Increasing participation in and education about quality improvement initiatives; and Communicating SSO quality initiatives to its members, other stakeholders, and patients.

Responsibilities

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

Composition/Appointment

- Chair: 2 years
- Vice Chair: 2 years
- Up to 13 members: 2 years (at least 1 from each area of expertise of the active DSWGs)
- Board Liaison: 1 year

New members are appointed by the President-Elect during the Application for Engagement, taking a wide range of factors into account: diversity of gender, race, geographical location, program size, and skillset, among others.

Eligibility	Time Commitment	Staff Liaison (s)
<ul style="list-style-type: none"> • Current voting SSO members with dues paid for 2025. • Commit to allocating time to effectively participate. • Complete Application for Engagement. 	<ul style="list-style-type: none"> • Approximately 2-4 virtual meetings per year. • Additional hours per month to complete committee responsibilities. • Attend the Joint Committee Conference held at the SSO annual meeting. 	<p>Pam Hayden: pamhayden@surgonc.org</p>

2025-2026 Research Committee Charge

Purpose

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 soliciting applications, implementing and adhering to award criteria, driving the review and selection process, and bringing forward a recommendation for awardee(s) to the Board.

Responsibilities

- Develop education, including webinars, and resources for the SSO membership regarding research in surgical oncology.
- Define parameters for each type of award: Eligibility requirements, award amount, terms for award criteria, application procedures and deliverables, and timeline for applications.
- 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.
- Evaluate member research survey requests for approval, recommendation to the Executive Committee, and distribution to membership.
- Serve as volunteer reviewers for abstract submissions to SSO's live meetings.

Composition/Appointment

- Chair: 2 years
- Vice Chair: 2 years
- Up to 17 members: 2 years
- Board Liaison: 1 year

New members are appointed by the President-Elect during the Application for Engagement, taking a wide range of factors into account: diversity of gender, race, geographical location, program size, and skillset, among others.

Eligibility	Time Commitment	Staff Liaison (s)
<ul style="list-style-type: none"> • Current voting SSO members with dues paid for 2025. • Commit to allocating time to effectively participate. • Complete Application for Engagement. 	<ul style="list-style-type: none"> • 2-4 virtual meetings per year). • Additional hours per month to complete committee responsibilities. • Attend the Joint Committee Conference held at the SSO annual meeting. 	<p>Pam Hayden: pamhayden@surgonc.org</p>

2025-2026 Resident and Medical Student Task Force Charge

Purpose

The Resident and Medical Student Task Force is responsible for serving as the premier forum for Resident and Medical Student engagement through volunteer opportunities with SSO. The Task Force will work to promote interest in CGSO and breast surgical oncology amongst medical students and residents via ongoing engagement to ensure continued interest in the field.

Responsibilities

- Serve as a communication forum for residents and medical students interested in surgical oncology.
- Recommend, support, and assist in the implementation and enhancement of strategic initiatives for residents and medical students.

Composition/Appointment

- Chair: 1 year
- Vice Chair: 1 year
- Up to 8 members: 2- or 3-year terms, depending on current years in training
- Board Liaisons: 1 year
- FYA Committee Vice Chair: 1 year

This Task Force was appointed for an initial period of 3 years, when it will be formalized into a full committee or sunset. Member seats ending after the first 3 years will be filled through the Application for Engagement. New members will be appointed by the President-Elect during the Application for Engagement, taking a wide range of factors into account: diversity of gender, race, geographical location, program size, and skillset, among others.

Eligibility	Time Commitment	Staff Liaison (s)
<ul style="list-style-type: none"> • Current voting SSO members with dues paid for 2025. <ul style="list-style-type: none"> ◦ Resident and Medical Student member types. • Commit to allocating time to effectively participate. • Complete Application for Engagement. 	<ul style="list-style-type: none"> • Multiple virtual meetings per year (at least quarterly). • Additional hours per month to complete committee responsibilities. • Attend the Joint Committee Conference held at the SSO annual meeting. 	<p>Sara Nelli: saranelli@surgonc.org</p>

2025-2026 Scientific Program Committee Charge

Purpose

The Scientific Program Committee (SPC) is responsible for developing the most compelling, engaging scientific program for the SSO Annual Meeting that meets attendee needs and enhances their meeting experience.

Responsibilities

- Review the previous year's event evaluation, identify the gaps and develop a program that meet the needs of all attendees.
- Review all abstract submissions by disease-site and select the oral, ePoster, and video abstracts for the meeting program.
- Select all abstract award winners based on submissions and funded awards.
- 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.

Composition/Appointments

- Chair: 1 year
- Vice Chair: 1 year
- 8 DSWG Vice Chairs: 2 years
- Immediate Past Chair: 1 year
- Incoming Vice Chair: 1 year
- CME Committee Chair: 2 years
- Education & Innovation Committee Vice Chair: 2 years
- Board Liaison: President, 1 year
- 4 Members representing:
 - 1 Community Practice Surgeon
 - 1 Advanced Practice Provider
 - 1 International Surgeon
 - 1 Early Career (no more than 3 years out of Fellowship)

New members are chosen during the Application for Engagement. The Incoming Vice Chair is appointed by the SSO leader who will be President at the same Annual Meeting the person will Chair.

Eligibility	Time Commitment	Staff Liaison
<ul style="list-style-type: none"> • Current voting SSO member with dues paid for 2025. • Complete Application for Engagement. • Commit to allocating time to effectively participate. 	<ul style="list-style-type: none"> • Multiple virtual meetings per year (approximately monthly). • Several hours for abstract review. • Additional hours per month to complete committee responsibilities. • Attend Annual Meetings you plan. 	<p>Meagan Gilliland-Johnson Mgillilandjohnson@surgonc.org</p>

2025-2026 Surgical Council on Resident Education (SCORE) Editorial Board Charge



Purpose

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

Responsibilities

- Review and update the curriculum and CGSO SCORE content.
- Evaluate the CGSO SCORE curriculum and CGSO SCORE portal on an ongoing basis.
- Approve authors to ensure content is comprehensive and up to date.
- 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.).
- Committee leadership should serve as a liaison between the American Board of Surgery (ABS) SCORE leadership, including in-person meetings as needed.

Composition/Appointment

- Chair: 4 years
- Up to 24 members: Various depending on appointment
- Board Liaison: 1 year

The Editorial Board is cyclical with SCORE iterations, currently through 2026. As new versions are released, an Editorial Board is appointed to review and update the modules. New members are appointed by the President-Elect during the Application for Engagement, taking a wide range of factors into account: diversity of gender, race, geographical location, program size, and skillset, among others.

Eligibility	Time Commitment	Staff Liaison (s)
<ul style="list-style-type: none">• Current voting SSO members with dues paid for 2025.• Commit to allocating time to effectively participate.• Complete Application for Engagement.	<ul style="list-style-type: none">• Multiple virtual meetings per year (approx. monthly).• Additional hours per month to complete responsibilities.	<p>Sara Nelli: saranelli@surgonc.org</p> <p>ABS staff</p>

2025-2026 Surgical Oncology Pathways to Health Engagement, Representation, and Education (SPHERE) Committee Charge



Purpose

The Surgical Oncology Pathways to Health Engagement, Representation, and Education (SPHERE) Committee is responsible for recommending policies and initiatives to advance a diverse representation throughout the Society. The Committee will develop projects and programs that support SSO’s Strategic Plan goals surrounding the diversification of the surgical oncology workforce.

Responsibilities

- Monitor and analyze SSO’s Committee and Board makeup annually to ensure leadership composition reflects the diversity of its membership.
- Engage external organizations representing DEI affinity groups in joint projects and programs.
- Recommend strategies and initiatives to expand the presence and ensure meaningful engagement for underrepresented groups within the organization.
- Develop programs that support and engage diverse students, trainees, and cancer care providers to increase the pipeline of underrepresented groups into surgical oncology and the SSO.
- Serve as volunteer reviewers for abstract submissions to SSO’s live meetings, when requested.

Composition/Appointment

- Chair: 2 years
- Vice Chair: 2 years
- Up to 19 members: 2 years
 - 1 Representative from the Association of Out Surgeons and Allies (AOSA)
- Board Liaison: 1 year

New members are appointed by the President-Elect during the Application for Engagement, taking a wide range of factors into account: diversity of gender, race, geographical location, program size, and skillset, among others. New Vice Chairs are selected from among current members or those whose 2-year term is ending.

Eligibility	Time Commitment	Staff Liaison (s)
<ul style="list-style-type: none"> • Current voting SSO members with dues paid for 2025. • Commit to allocating time to effectively participate. • Complete Application for Engagement. 	<ul style="list-style-type: none"> • Multiple virtual meetings per year (approx. monthly). • Additional hours per month to complete committee responsibilities. • Attend the Joint Committee Conference held at the SSO annual meeting. 	<p>Andrea King: andreaking@surgonc.org</p>

2025-2026 Surgical Oncologists for Sustainability Committee Charge



Purpose

The Surgical Oncologists for Sustainability (SoS) Task Force is tasked with inspiring, educating, and equipping surgical oncologists to advance environmental sustainability in their work and daily lives.

Responsibilities

- Advocate for and provide education to SSO members on health care sustainability, how carbon emissions affect patients and patient care, and promote sustainable practices.
- Reduce the carbon footprint of SSO and surgical oncology.

Composition/Appointments

- Chair: 2 years
- Vice Chair: 2 years
- Up to 15 members: 3 years
- Board Liaison: 1 year

This Task Force was appointed for an initial period of 3 years, when it will be formalized into a full committee or sunset. Member seats ending after the first 3 years will be filled through the Application for Engagement. New members will be appointed by the President-Elect during the Application for Engagement, taking a wide range of factors into account: diversity of gender, race, geographical location, program size, and skillset, among others. New Co-Chairs are selected from among current members or those whose 2-year term is ending.

Eligibility	Time Commitment	Staff Liaison
<ul style="list-style-type: none">• Current voting SSO members with dues paid for 2025 and medical students/residents with an interest in surgical oncology and sustainability.• Commit to allocating time to effectively participate.	<ul style="list-style-type: none">• Multiple virtual meetings per year.• Additional hours per month to complete committee responsibilities.• Attend the Joint Committee Conference held at the SSO annual meeting.	<p>Pam Hayden: pamhayden@surgonc.org</p>

2025-2026 Value Task Force Charge

Purpose

The Value Task Force is responsible for exploring opportunities related to value-based care in surgical oncology, under the oversight of the Quality Committee.

Responsibilities

- Identify projects that may be appropriate for SSO to undertake;
- Identify topics of relevance pertaining to value-based care in surgical oncology;
- Identify formats that may be appropriate for SSO as an organization (i.e., task forces, external relationships, etc.);
- Identify the role SSO may play in value-based care on behalf of its membership; including types of initiatives that may be appropriate for SSO to undertake in the value-based care arena.

Composition/Appointments

- Chair: 3 years
- Up to 15 members: 3 years, initially
- Board Liaison: 1 year

This Task Force was appointed for an initial period of 3 years, when it will be formalized into a full committee or sunset. Member seats ending after the initial 3 years will be filled through the Application for Engagement. New members are appointed by the President-Elect during the Application for Engagement, taking a wide range of factors into account: diversity of gender, race, geographical location, program size, and skillset, among others. New Vice Chairs are selected from among current members or those whose 2-year term is ending.

Eligibility	Time Commitment	Staff Liaison
<ul style="list-style-type: none"> • Current SSO members with dues paid for 2025 • Commit to allocating time to effectively participate. 	<ul style="list-style-type: none"> • 2-4 virtual meetings per year. • Additional hours per month to complete committee responsibilities. • Attend the Joint Committee Conference held at the SSO annual meeting. 	<p>Pam Hayden: pamhayden@surgonc.org</p>

2025-2026 Women in Cancer Surgery Committee Charge



Purpose

The Women in Cancer Surgery (WICS) Committee is responsible for the development and oversight of the SSO Women in Cancer Surgery Program. Committee 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 Committee will collaborate with other 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.

Responsibilities

- Identify the needs of the Women in Cancer Surgery Program target audiences.
- Develop a framework for addressing the target audience's needs utilizing a variety of initiatives/delivery methods.
- Collaborate with SSO Committees, volunteers, internal and external stakeholders to develop and deliver program initiatives.
- 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.

Composition/Appointment

- Chair: 2 years
- Vice Chair: 2 years
- Up to 18 members: 2 years
- Board Liaison: 1 year

New members are appointed by the President-Elect during the Application for Engagement, taking a wide range of factors into account: diversity of gender, race, geographical location, program size, and skillset, among others.

Eligibility	Time Commitment	Staff Liaison (s)
<ul style="list-style-type: none">• Current voting SSO members with dues paid for 2025.• Commit to allocating time to effectively participate.• Complete Application for Engagement.	<ul style="list-style-type: none">• Multiple virtual meetings per year (approx. monthly).• Additional hours per month to complete committee responsibilities.• Attend the Joint Committee Conference held at the SSO annual meeting.	<p>Patti Stella: pattistella@surgonc.org</p>