

SOAP ANNUAL MEETING AND LIVE EVENTS COMMITTEE

EXECUTIVE SUMMARY CHARTER | March 2025
Program Year 2025-2026

PURPOSE STATEMENT

The Annual Meeting and Live Events Committee oversees the development and delivery of live in-person events and virtual programming, with the goal of enhancing professional development and opportunities for members to network and knowledge share.

LEADERSHIP

Rebecca Minehart, Chair
TBD, Vice Chair

STRATEGIC ALIGNMENT

The Annual Meeting and Live Events Committee will deliver programs, initiatives and materials aligned with SOAP's mission, vision and core values, in support of the strategic pillars established by the Board of Directors:

- Experience: Deliver a beneficial year-round experience for members that provides a safe environment for the exchange of knowledge, best practices, successes and challenges
- Community: Build a diverse, inclusive, engaged membership community that reflects the values and purposes of SOAP
- Infrastructure: Develop an infrastructure that provides effective operations and aligns our governance model with the changing needs of our organization and environment

AREAS OF RESPONSIBILITY

Working within the stated purpose and strategic pillars, the Annual Meeting and Live Events Committee has these general responsibilities:

1. Knowledge Management: Design and drive the programmatic elements of the Annual Meeting and other live events, whether they are in-person events or virtual programming.
2. Learning: Manage year-round learning opportunities to enhance patient care.
3. Logistical Oversight: Evaluate delivery mechanisms/virtual platforms, propose scientific and social programs, determine learning needs and objectives for CME accreditation, evaluate in-person meeting locations, support and promote events, and define opportunities for exhibitors and sponsors.

PROJECTS/OUTCOMES

Plan the annual meeting.
Coordinate content on all SOAP educational programs.

SUBCOMMITTEES

Annual Curricular Planning Subcommittee
CME Subcommittee
Intersociety Planning Subcommittee
Locations & Logistics Subcommittee
Sponsors & Industry Subcommittee

SOAP DIVERSITY & INCLUSIVITY COMMITTEE

EXECUTIVE SUMMARY CHARTER | March 2025
Program Year 2025-2026

PURPOSE STATEMENT

The Diversity & Inclusivity Committee oversees the development and implementation of diversity and inclusion in all SOAP programs and governance, with the goal of creating an environment of inclusion for members and their patients to thrive.

LEADERSHIP

Rebecca Minehart, Chair
TBD, Vice Chair

STRATEGIC ALIGNMENT

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- Experience: Deliver a beneficial year-round experience for members that provides a safe environment for the exchange of knowledge, best practices, successes and challenges
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AREAS OF RESPONSIBILITY

Working within the stated purpose and strategic pillars, the Diversity & Inclusivity Committee has these general responsibilities:

1. Knowledge Management: Design and create training materials on diversity, equity and inclusion for members; administer and select the annual Diversity and Inclusivity Award.
2. Learning: Focus on outreach in the medical community with other organizations to promote diversity and equitable health, contribute to patient facing SOAP educational materials
3. Logistical Oversight: Evaluate delivery mechanisms/virtual platforms, propose scientific and social programs, determine learning needs and objectives for CME accreditation, evaluate in-person meeting locations, support and promote events, and define opportunities for exhibitors and sponsors.

PROJECTS/OUTCOMES

Create community outreach opportunities annual meeting.
Review all content generated by committees with an eye to DEI.
Administer and award the annual Diversity & Inclusivity Award
Administer and award the annual Diversity & Inclusivity Grant

SUBCOMMITTEES

DEI Education Subcommittee
Health Equity, Community and Patient Engagement Subcommittee
Pathway Programs and Mentorship Subcommittee

SOAP EDUCATION COMMITTEE

EXECUTIVE SUMMARY CHARTER | March 2025
Program Year 2025-2026

PURPOSE STATEMENT

The Education Committee manages the development of asynchronous online educational content, program innovation (e.g., simulations and professional development), coordination and promotion of fellowship program opportunities and curriculum updates, and patient educational materials.

LEADERSHIP

David Stahl, Chair
TBD, Vice Chair

STRATEGIC ALIGNMENT

The Education Committee will deliver programs, initiatives and materials aligned with SOAP's mission, vision and core values, in support of the strategic pillars established by the Board of Directors:

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AREAS OF RESPONSIBILITY

Working within the stated purpose and strategic pillars, the Education Committee has these general responsibilities:

- 1) Professional Development: Deliver impactful educational opportunities and learning resources
 - Create relevant and new physician education opportunities on various platforms and methods (simulations, technology, clinical resources, etc.)
 - Examine educational needs of membership on a continuous basis
- 2) Trainee Curriculum: Elevate the next generation of professionals
 - Design and implement mentoring resources for residents and fellows
 - Improve and publicize the online Fellowship directory
 - Produce high-quality, subspecialty-specific training resources aimed at fellows/residents
 - Provide opportunities for trainees to network
- 3) Patient Education: Advocate for our patients and profession
 - Develop and promote appealing and engaging patient education materials
 - Establish SOAP as a credible source for obstetric anesthesia information with the public
- 4) Multidisciplinary Education: Enhance understanding and foster communication between multiple clinical disciplines
 - a. Produce educational materials for non-anesthesiology clinicians to enhance communication within the multidisciplinary team
 - b. Design resources aimed at raising awareness about the role of the obstetric anesthesiologist

PROJECTS/OUTCOMES

Develop educational materials for physicians (infographics, training modules, POCUS, simulations, etc.)

Develop educational materials for patients (website, podcast, etc.)
Administer and award the Teacher of the Year awards

SUBCOMMITTEES

Clinical Resources Subcommittee
OB/SMFM/Midwife Education Subcommittee
Patient Education Subcommittee
Patient safety Subcommittee
Simulation and Technology Subcommittee
Trainee Curriculum Subcommittee
Awards Task Force

SOAP FINANCE COMMITTEE

EXECUTIVE SUMMARY CHARTER | March 2025
Program Year 2025-2026

PURPOSE STATEMENT

The Finance Committee determines the return on investment of new projects, clarifies revenue streams, reviews ongoing cash flows, proposes the annual budget, and presents the annual financial report.

LEADERSHIP

Mahesh Vaidyanathan, Chair
TBD, Vice Chair

STRATEGIC ALIGNMENT

The Finance Committee will deliver programs, initiatives and materials aligned with SOAP's mission, vision and core values, in support of the strategic pillars established by the Board of Directors:

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AREAS OF RESPONSIBILITY

Working within the stated purpose and strategic pillars, the Research Committee has these general responsibilities:

4. Sustainability: Develops and monitors financial and investment policies
5. Transparency: Keeps the Board of Directors and members aware of financial standings and plans
6. Resource Allocation: Reviews and monitors the annual budget

PROJECTS/OUTCOMES

Develop the annual budget for SOAP & SOAP EF
Develop and implement investment and financial policies.
Oversee the SOAP EF fundraising event

SUBCOMMITTEES

Fundraising Subcommittee

SOAP GOVERNANCE COMMITTEE

EXECUTIVE SUMMARY CHARTER | March 2025
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PURPOSE STATEMENT

The SOAP Governance Committee provides guidance and recommendations on governance matters and maintaining the integrity of governance documents, including the bylaws and policies. An important role of the committee is to improve the performance of the society by identifying gaps in competencies or demographics, recommending structural and process improvements, and recruiting and orienting potential future leaders.

LEADERSHIP

Richard Month, Chair
TBD, Vice Chair

STRATEGIC ALIGNMENT

The Governance Committee will deliver programs, initiatives and materials aligned with SOAP's mission, vision and core values, in support of the strategic pillars established by the Board of Directors:

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- Community: Build a diverse, inclusive, engaged membership community that reflects the values and purposes of SOAP.
- Infrastructure: Develop an infrastructure that provides effective operations and aligns our governance model with the changing needs of our organization and environment.

AREAS OF RESPONSIBILITY

Working within the stated purpose and strategic pillars, the Governance Committee has these general responsibilities:

- 1) Leadership: Board of Directors nomination, election/appointment processes, orientation and assessment
- 2) Member Engagement: Committee charters, operations, call for interest, methods to ensure diversity and inclusivity, orientation and assessment
- 3) Infrastructure: Policies, procedures, processes and bylaws; governance assessment; strategic plan management, communication, metrics and performance reporting

PROJECTS/OUTCOMES

Oversee and administer the annual board elections
Oversee, review and update the SOAP Bylaws
Administer the Call for Committee process

SUBCOMMITTEES

Bylaws Subcommittee
Nominating Subcommittee

SOAP INTERSOCIETY COMMITTEE

EXECUTIVE SUMMARY CHARTER | March 2025
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PURPOSE STATEMENT

The Intersociety Committee defines best practices in collaboration with other professional societies and manages interpersonal initiatives related to optimizing maternal and fetal safety. The committee coordinates intersociety partnerships and international outreach initiatives; oversees the Centers of Excellence program; develops and vets SOAP-branded work products, including consensus statements, practice advisories and recommendations for providers and patients; and coordinates representation on and communication with intersociety councils.

LEADERSHIP

Jeanette Bauchat, Chair
TBD, Vice Chair

STRATEGIC ALIGNMENT

The Intersociety Committee will deliver programs, initiatives and materials aligned with SOAP's mission, vision and core values, in support of the strategic pillars established by the Board of Directors:

- Experience: Deliver a beneficial year-round experience for members that provides a safe environment for the exchange of knowledge, best practices, successes and challenges.
- Community: Build a diverse, inclusive, engaged membership community that reflects the values and purposes of SOAP.
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AREAS OF RESPONSIBILITY

Working within the stated purpose and strategic pillars, the Intersociety Committee has these general responsibilities:

- 2) Build strong, mutually beneficial strategic partnerships with other professional societies
 - Produce joint work products that benefit SOAP members or the profession
 - Guide international outreach initiatives
- 3) Advocate for our patients and profession; establish and promote best practices
 - Promote and expand the value of Centers of Excellence
 - Evaluate multiple levels of Centers of Excellence to widen the opportunities
 - Establish SOAP as the gold-standard source for obstetric anesthesia information
- 4) Ensure a coordinated and aligned dissemination of information, research and educational materials distributed by intersociety committees
 - Coordinate representation and communication within intersociety councils
 - Coordinate research and education missives between committees within SOAP, including development and vetting of consensus statements, advisories and recommendations that carry the SOAP brand

PROJECTS/OUTCOMES

Develop and implement consensus and endorsed statements process.
Oversee and administer the Centers of Excellence Program

SUBCOMMITTEES

Centers of Excellence Subcommittee
Collaborative and Endorsed Statements

SOAP MEMBER VALUE COMMITTEE

EXECUTIVE SUMMARY CHARTER | March 2025
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PURPOSE STATEMENT

The Member Value Committee provides guidance and recommendations to enhance the SOAP member experience, including assessing and enhancing the portfolio of member benefits, improving the delivery and communication of those benefits, and devising strategies to recruit, retain and engage members.

LEADERSHIP

Megan Rosenstein, Chair
TBD, Vice Chair

STRATEGIC ALIGNMENT

The Member Value Committee will deliver programs, initiatives and materials aligned with SOAP's mission, vision and core values, in support of the strategic pillars established by the Board of Directors:

- Experience: Deliver a beneficial year-round experience for members that provides a safe environment for the exchange of knowledge, best practices, successes and challenges.
- Community: Build a diverse, inclusive, engaged membership community that reflects the values and purposes of SOAP.
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AREAS OF RESPONSIBILITY

Working within the stated purpose and strategic pillars, the Member Value Committee has these general responsibilities:

- 1) Experience: Ensure members receive year-round value and engagement from their memberships
- 2) Communication: Communicate with members in effective and beneficial ways
- 3) Inclusivity: Ensure a welcoming and inclusive society
- 4) Awareness: Enhance SOAP's visibility nationally and internationally

PROJECTS/OUTCOMES

Create and publish Newsletter
Develop and administer the annual Member Survey
Oversee the membership dues renewal and recruitment process.
Administer the Mentoring Academy
Administer the SOAP Speaks! Program
Oversee the Special Interest Groups
Oversee and advise the social media process

SUBCOMMITTEES

Digital Media Subcommittee
Mentoring Academy Subcommittee
Newsletter Subcommittee
Special Interest Groups Subcommittee
Under Resourced Environments Subcommittee

SOAP RESEARCH COMMITTEE

EXECUTIVE SUMMARY CHARTER | March 2025
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PURPOSE STATEMENT

The Research Committee coordinates SOAP's support of and participation in research initiatives to further the practice of obstetric anesthesiology and the optimization of maternal and fetal health. This includes output of the research network, selection of research grant recipients, mentorship of young researchers, and research abstract and case report selection for the Annual Meeting.

LEADERSHIP

Jill Mhyre, Chair
TBD, Vice Chair

STRATEGIC ALIGNMENT

The Research Committee will deliver programs, initiatives and materials aligned with SOAP's mission, vision and core values, in support of the strategic pillars established by the Board of Directors:

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AREAS OF RESPONSIBILITY

Working within the stated purpose and strategic pillars, the Research Committee has these general responsibilities:

7. Mentorship: Advance programs to mentor, support and fund the next generation of researchers
8. Presentation: Selection of the most promising research abstracts and case reports for the Annual Meeting
9. Collaboration: Coordinate opportunities for multi-institution research initiatives through the research network of SOAP-member institutions, and oversight of research-related outreach surveys involving SOAP members

PROJECTS/OUTCOMES

Oversee the abstract submission and selection process for the annual meeting
Oversee and administer the Research Network Program
Oversee and plan the Research Network Symposium
Oversee and administer SOAP research grants (SOAP/FAER MRTG, etc.)

SUBCOMMITTEES

Abstract Review Subcommittee
Grants Subcommittee
Research Network Subcommittee
Research Promotion Subcommittee