

# SOAP ANNUAL MEETING AND LIVE EVENTS COMMITTEE

EXECUTIVE SUMMARY CHARTER | June 2022  
Program Year 2022-2023

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## 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

Heather Nixon, Chair

Rebecca Minehart, 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.

# SOAP EDUCATION COMMITTEE

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## 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

Daniel Katz, Chair

Allison Lee, 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:

- 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 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
  - Produce educational materials for non-anesthesiology clinicians to enhance communication within the multidisciplinary team
  - Design resources aimed at raising awareness about the role of the obstetric anesthesiologist

# SOAP FINANCE COMMITTEE

EXECUTIVE SUMMARY CHARTER | June 2022  
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## 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

## 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:

- 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 Research Committee has these general responsibilities:

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

# SOAP GOVERNANCE COMMITTEE

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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

Ron George, Chair  
Alex Butwick, 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:

- 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 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

# SOAP INTERSOCIETY COMMITTEE

EXECUTIVE SUMMARY CHARTER | June 2022  
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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

Jamie Murphy, 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.
- 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 Intersociety Committee has these general responsibilities:

- 1) 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
- 2) 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
- 3) 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

# SOAP MEMBER VALUE COMMITTEE

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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

May Pian-Smith, Chair  
Rayna Clay, 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.
- 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 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

# SOAP RESEARCH COMMITTEE

EXECUTIVE SUMMARY CHARTER | June 2022  
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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

Ashraf Habib, Chair

Cynthia Wong, 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:

- 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 Research Committee has these general responsibilities:

1. Mentorship: Advance programs to mentor, support and fund the next generation of researchers
2. Presentation: Selection of the most promising research abstracts and case reports for the Annual Meeting
3. 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