

ACOG FELLOW SECTION OFFICER DUTIES

The following are a general representation of officer expectations. Please review your specific district and/or section policies and procedures for other duties as required by your district or section.

DUTIES OF SECTION CHAIR

- To serve as a member of the district advisory council.
- To keep informed about the purposes and policies of ACOG and the conditions in the section relating to these policies.
- To consider problems in the section and to submit reports and recommendations to the district chair and the district advisory council.
- To coordinate the activities of the Fellows and Junior Fellows so that the section exerts a strong influence to improve the health care of women at the local level.
- To stimulate interest in the specialty of obstetrics and gynecology and in ACOG among medical students, residents, nurses, and other personnel in the section.
- To serve on the district nominating committee.
- To appoint section committees as necessary.
- To preside at meetings of the section advisory council.
- Serve on and attend meetings of the section executive committee, if one exists.

DUTIES OF SECTION VICE CHAIR

- To serve as a member of the district advisory council
- To assist and cooperate with section chair.
- To serve in the capacity as the section chair when, for any reason, the section chair is unable to serve.
- Serve on and attend meetings of the section executive committee, if one exists.

DUTIES OF SECTION SECRETARY *

- Attend the Fellow Section Officers Orientation meeting.
- Give notice of all meetings of the section.
- Keep minutes of all meetings and attendance records of members.
- Keep informed about the purposes and policies of ACOG and the conditions in the section relating to these policies.
- Serve on and attend meetings of the section executive committee, if one exists.

DUTIES OF SECTION TREASURER *

- Work closely with the ACOG Financial Service Center to keep informed about the policies of ACOG relating to the finances of the section.
- Comply with financial transaction processing and reporting standards defined for the section.
- Maintain accounts and disbursements for the Section.
- Provide authorization for all financial transactions affecting the Section.
- Ensure the section's financial activities are in compliance with ACOG policies.
- Serve on and attend meetings of the section executive committee, if one exists.

* Some Sections do not have Secretary or Treasurer positions, and in these cases the duties of these offices are absorbed into the Chair and Vice Chair roles. Some Sections have combined these positions into one Secretary/Treasurer role.