

SECTION OFFICER – COMMUNICATION CHECKLIST

COMPLETED	ACTION ITEM
	Keep informed about the purposes and policies of the Congress/College and conditions in the section relating to these policies.
	Consider writing a section portion in your District Newsletter
	Stimulate interest in the specialty of obstetrics and gynecology and in the Congress/College among medical students, residents, nurses and other health personnel in the section.
	Solicit grassroots input into local, state and national legislative issues.*
	Update or start a Section Website – appoint a webmaster to work with ACOG staff to set up and maintain the Section website
	Build closer relationships between academicians, residency coordinators, specialists, sub-specialists and private-practice clinicians.*
	Concerted effort should be made to communicate with two constituencies: 1) Junior Fellows in residency training programs, and 2) subspecialist colleagues and their societies.
	Communication can be at a very basic level. With resident physicians, for example, an ACOG bulletin board in the residency director's office can be as important as the internet.
	Using local area networks, and Internet, communication with colleagues may be enhanced by expanded use of blast emails and email communications.
	Develop modes of improved information exchange to do the work of the section and communicate at the district and national levels.
	Develop an effective video conferencing, webinars or other social media communications to increase the speed of disseminating information
	Solicit from section members' their permission to use electronic mail addresses and fax numbers. Request that all members of the section, especially those on district advisory councils, communicate electronically.
	Use the internet to build bridges between academic medical centers and community-based clinical practice settings, as well as between generalists, specialists, and sub-specialists.
	Encourage the use of information technology in patient management, clinical research, and continuing medical education.
	Use electronic mailings and web site links as an instantaneous and economical way to increase communication potential within a section

* Contact Kathryn Moore for ACOG State Legislative Issues at (800) 673-8444 ext. 2506 and contact ACOG's Department of Federal Government Relations with questions concerning ACOG Federal Activities at (800) 673-8444.

Information may be requested through your district manager, and ACOG Email addresses or blast emails may be sent to your members via your District Manager (see the list of managers on this site or call 800-782-1828).