

SUNA

Job Description

No: 50-610

Job Title: Annual uroLogic Conference Committee Member

Job Reports to: Annual uroLogic Conference Chairperson

Date Written: April 1993 **Reviewed:** August 2023 **Revised:** August 2023

Primary Purpose of the Job:

Assist in planning the annual uroLogic Conference.

Prerequisites:

1. Active member in good standing of SUNA. Members of SUNA who are employed by industry or pharmaceutical companies may participate as a committee member with full disclosure but will abstain from any participation in topics related to their company's product line.
2. Willingness to serve as a voluntary member of the planning committee for a one-year term. Based on committee needs, the term may be renewed annually up to a maximum of three consecutive years.
3. Knowledge of urologic allied health care practice.
4. Understands the association's mission, objectives and strategic plan.
5. Experience in areas of organization and communication, formulation of goals, objectives and evaluations preferred.
6. Experience in planning and implementing educational offerings/programs preferred.
7. Ability to meet deadlines.
8. Willing to research current professional issues and trends pertaining to urology and hot topics.
9. Ability to participate in conference calls to plan the conference.
10. Ability to work effectively in a group and reach consensus.
11. Good verbal and written communication skills.
12. Must be able to attend the entire conference and any pre or post conference meetings.

Job Duties and Responsibilities:

1. Develop programs based on evidence-based practice or best available evidence.
2. Assist with obtaining required documentation for contact hour credits.
3. Communicate achievements, problems, etc., to the committee chairperson.
4. Meet established deadlines, or notify chairperson immediately.
5. Facilitate environment conducive to learning during conference sessions.
6. Assist with evaluation of the national conference within two (2) months of its conclusion.

7. Perform committee related activities as directed by the chairperson.
8. Is available for assistance at the national conference while in progress.
9. Attend new member orientation.