

**Policy Memorandum No. 51**

**Subject:** Job Description of Executive Officer  
**Departments Affected:** Group

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**JOB DESCRIPTION OF EXECUTIVE OFFICER**

**General Responsibilities**

As appointed by the Group Chair, Executive Officers advance the mission and vision of SWOG by overseeing the science and scientific process across their respective portfolio of committees; stimulating innovative strategies in the prevention, management and/or cure of cancer; coaching committee leadership and members into a high performance team; sharing best practices across their committee portfolio and SWOG; facilitating the transformation of strategies into Group protocols that meet or exceed the standards of SWOG's counterparts and the NCI; nurturing high potentials in early stage investigator roles with the overarching goal of significantly improving the standard of cancer care and survivorship. Executive Officers will:

1. Provide scientific input during trial development, conduct, and review.
2. Steward the timely development/implementation of trials, and completion of primary endpoint manuscripts.
3. Mitigate internal and external barriers to success within the portfolio and secure resources (people; funding; partnerships; other).
4. Maintain a comprehensive understanding of the scientific and clinical issues of the cancer communities served by their portfolio of Committees and their related committees in the Group and of studies being conducted or planned by other groups and institutions.
5. Establish a culture of patient-centricity, continuous improvement, collaboration, and professional development.
6. Foster and nurture thought leadership and thought leaders at SWOG including early stage Investigators.
7. Serve as a trusted advisor to the Group Chair.
8. Understand, uphold, and oversee Group policies and procedures within their portfolio of committees and adhere to and advance the scientific processes of the Group.
9. Serve as grant reviewer for The Hope Foundation.
10. Assist with orientation of new Committee Chairs.

Executive Officers may serve up to three consecutive five-year terms with an annual performance review by the Group Chair and a mid-term 360-degree performance evaluation (to be validated). The outcome of such a performance evaluation can be replacement of the Executive Officer by the Group Chair.

**Specific Responsibilities**

*Science and Scientific Process Excellence and Continuous Improvement*

1. Oversees and acts as catalyst for the development of a high impact, transformational portfolio of studies.
2. Reviews and evaluates all proposed study capsules, concepts, and major amendments for scientific merit, patient impact, clarity, and feasibility.
3. Stewards the timely completion of analyses and manuscripts of trial primary endpoints.
4. Shares, develops and administers SWOG best practices for scientific process and nurtures a culture of continuous improvement.

*Talent Management, Team-building, and Collaboration*

1. Ensures an engaged and collaborative high-performance team that embodies team science and TeamScience@SWOG principles.
2. As appropriate, incorporates disparities research across the portfolio of Committees and SWOG.
3. Maintains strong partnerships with other Executive Officers and Committee Chairs in the development and management of concepts and protocols.

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4. Enables, reinforces, and rewards patient advocate engagement. Coaches, mentors, and acts as a catalyst for advocates and Committee membership to ensure all stages of survivorship research include proactive partnership with advocates to achieve research goals.

*Governance and Group Administration*

1. Participates in weekly Executive Review (triage) meetings, regularly scheduled Scientific Council meetings, pertinent committee meetings (i.e. as EO for breast and lung, you will participate in meetings for those committees), various in-person conferences aligned with their specific duties, Executive Review of clinical-translational protocols and data and specimen sharing requests, and any ad hoc meetings as requested by the Group Chair.
2. Actively participates in SWOG Leadership and Project Development (LeaP-D) training and mentoring.
3. Coordinates requests to The Hope Foundation and other sources to support activities.
4. Informs SWOG leadership of activities and issues and recommends countermeasures.
5. When resigning from the Executive Officer position, ensures that the Group Chair is informed and that an alternate is prepared to serve temporarily as Interim Executive Officer until a search is conducted.