



Oregon Pediatric Society

A Chapter of the American Academy of Pediatrics

Oregon Pediatric Society Committee Descriptions

Updated April 2026

Oregon Pediatric Society (OPS) committees are specialized, smaller groups of members of the OPS Board of Directors and OPS members designed to increase organizational efficiency by handling specific, detailed tasks, specialized projects or ongoing governance. They enable deeper, focused analysis, improve strategic decision-making, streamline workflows and processes, and ensure better oversight of risk management and compliance. The purpose and intent of OPS committees are five-fold:

- Further the mission of the organization through dedicated, focused, collaborative efforts,
- Advance the strategies and goals outlined by the OPS Board of Directors,
- Provide meaningful engagement opportunities for OPS members throughout the state,
- Allow opportunities for OPS members to be considered for OPS and AAP leadership opportunities, and
- Support the larger day-to-day work done by OPS staff.

Seven committees are available for involvement and participation:

- Executive Committee (limited to Board leadership only)
- Advocacy Committee
- Awards & Recognition Committee
- Education & Programs Committee
- Finance Committee
- Membership & Fundraising Committee
- Pediatric Council

Committee Make-Up and Staffing

Committees are chaired by members of the OPS Board of Directors, staffed by OPS members (active and in good standing), and informed and supported by the OPS staff. All Committee Chairs should be both active members in good standing of the OPS Board of Directors and members of OPS.

General Committee Responsibilities

Committee Chairs and their respective staff liaisons work together to support the tasks and responsibilities of their respective committees. They are collectively responsible for establishing the timing of their respective committee's meetings, setting the agenda, managing meeting notes, and completing the Committee Chair Report prior to each Board meeting.

Committee members are responsible for attending their committee's meetings on a regular basis, and should be actively involved in the discussions and activities of their committee. The time commitment for Committee Chairs and committee members vary by committee. Committee Chairs should expect to volunteer ~5 hours per month, and committee members will give ~3 hours per month.

Advocacy Committee

- The role of the Advocacy Committee is to support OPS's policy- and legislative-focused work. With the support of the OPS lobbyist once they are hired and through the individual members' expertise and experience, the committee's responsibilities include:
 - o Giving advice, making recommendations, and providing general support for the organization's local, regional, and state-level policy and advocacy work,
 - o Working with state legislators to raise awareness of OPS as a resource for all child health-related and primary care / pediatric-focused issues,
 - o Advising and supporting the coordination of OPS's annual Advocacy Day efforts,

- o Determining appropriate legislation for OPS endorsement and support,
- o Specifying appropriate issues relevant to the practice of pediatrics that OPS needs as a “policy statement”, draft said policy statements, and bring to the full Board for review and / or approval,
- o Identifying opportunities to speak to various audiences (legislators, parents, youth, general public, media, other professional groups (e.g., teachers, nurses, psychologists) on issues of importance to the practice of pediatrics, and
- o Designating child health cause / issue champions, who can serve as topic-focused subject matter experts for specific child- or pediatrics-focused issues including, but not limited to, behavioral health, gun violence, vaccines, substance use, tobacco, etc.
- Max committee membership – no limit
- Chair – OPS Board member
- Meeting frequency – Monthly

Awards & Recognition Committee

- The Awards & Recognition Committee is responsible for overseeing the nomination and award process for the OPS annual awards that are given at the OPS annual conference, as well as the process associated with the awards given annually by the AAP. The group’s responsibilities include:
 - o Developing a shared understanding of the AAP award criteria and process,
 - o Creating criteria for different types of OPS awards (e.g., early career / trainee, advocacy, programmatic / education, lifetime achievement, etc.),
 - o Determining a process for managing incoming nominations, reviewing nominations, choosing winners of the awards, and administering the awards.
- Max committee membership – 8
- Chair – OPS Board member
- Board committee members – 1-2 Board members
- Leadership volunteers – 4-6 OPS members
- Meeting frequency – Monthly; meetings may be more frequent based on timing of events

Education & Programs Committee

- The role and function of the Education & Programs Committee is to support the development, dissemination and evaluation of the educational and programmatic work of OPS. The committee’s responsibilities include:
 - o Serving as the planning group responsible for OPS’s annual conference and other in-person meetings,
 - o Developing content to meet contract deliverables,
 - o Creating content and identifying speakers for webinars and other e-learning events, and
 - o Maintaining OPS’s learning management system.
- Max committee membership – 10
- Chair – OPS Board member
- Board committee members – 1-2 OPS Board members
- Leadership volunteers – 6-8 OPS members
- Meeting frequency – Monthly; meetings may be more frequent based on timing of events

Finance Committee

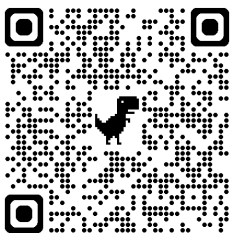
- The role of the Finance Committee is to provide financial oversight for the organization. Their efforts will include:
 - o Supporting development of organizational budget,
 - o Managing monthly financial reporting to Board, including information on YTD actuals and financial planning and forecasting, and
 - o Creating and monitoring internal controls and accountability policies.
- Max committee membership – 5
- Chair – OPS Board Treasurer
- Board committee members – 1-2 OPS Board members
- OPS members – 1-2 OPS members
- Additional member – OPS Bookkeeper
- Meeting frequency – Monthly

Membership & Fundraising Committee

- The Membership & Fundraising Committee is responsible for overseeing OPS's overall member recruitment and retainment efforts, along with our fundraising plans and activities (not including grant-related activities). The group's responsibilities include:
 - Working with staff to establish a fundraising plan that incorporates a series of appropriate fundraising vehicles, which could include special events, individual donor email campaigns, corporate sponsorships, etc.,
 - Supporting efforts to raise unrestricted money for the organization,
 - Working with staff to establish a member recruitment and retainment plan which incorporates a series of marketing materials (print and web), membership-focused events, and a clear articulation of the benefits associated with being an OPS member,
 - Supporting staff in their external-facing membership recruitment and retainment efforts,
 - Developing outreach strategies to non-members, members through practice billing clinics, AAP-only members, etc.,
 - Coordinating content for the annual member meeting,
 - Taking lead with various membership-focused outreach efforts, such as chairing member-focused event committees (e.g., social, mixer, educational, etc.), hosting fundraising parties, etc.,
 - Supporting member mentorship and engagement activities,
 - Taking the lead in certain types of outreach efforts, such as chairing an event committee (e.g., one-time or recurring fundraising event), hosting fundraising house parties, etc.,
 - Asking for and monitoring of Board involvement in fundraising (e.g., Board members make telephone calls to ask for support, ensuring 100% of Board members give each fiscal year, etc.), and
 - Monitoring fundraising efforts to ensure ethical practices are in place, donors are acknowledged appropriately, and fundraising efforts are cost-effective.
- Max committee membership – 15
- Chair – OPS Board member
- Board committee members – 1-2 Board members
- Leadership volunteers – 10-12 OPS members
- Meeting frequency – Monthly; meetings may be more frequent based on timing of events

Pediatric Council

- The Pediatric Council serves as a hub that focuses on payment, payor contacts, and the logistics of practicing and delivering pediatric medicine in Oregon. The council's responsibilities include:
 - Creating educational programming and resources,
 - Supporting translation of policy and education into practice,
 - Integrating and evaluating efforts to maximize impact,
 - Designating appropriate spaces for involvement at the state-level for policy development and legislative action, and
 - Sharing commercial payor contacts, clinical management resources, and opinions about everything from CCO incentive payments, state vaccine purchasing, and private equity practices.
- Max committee membership – no limit
- Chair – Board member
- Meeting frequency – Monthly



Scan the QR code or [click this link](#) to complete the OPS Committee Interest Form. We will follow-up with more information and next steps soon!