



JOB DESCRIPTION/RESPONSIBILITIES
OF THE
DIRECTOR OF AFFILIATED SUPPORT GROUP
AFFAIRS

Purpose: The Director of Affiliated Support Group Affairs interacts with and provides outreach and information regarding United Ostomy Associations of America's (UOAA) programs and services. The Director will also provide personal contact between UOAA and its Affiliated Support Groups, non-affiliated ostomy support groups, other organizations who support the intestinal and urinary diversion community, as well as medical professionals who care for the ostomy community.

Responsibilities: In order to accomplish the mission of UOAA which is to improve the quality of life of people who have, or will have, an intestinal or urinary diversion, the Director of Affiliated Support Group Affairs is authorized to organize and establish committees and networks as deemed necessary. Establishment of committees and networks and appointment of members shall be approved by the President of UOAA with the advice and consent of the Board of Directors (BoD).

Term & Appointment: The Director of Affiliated Support Group Affairs is nominated through the nomination process as outlined in the Constitution and appointed by the President with approval from UOAA's Board of Directors. This appointment is for an indefinite term which is ended by resignation or BoD action. The Director of Affiliated Support Group Affairs serves as a voting member of the BoD, shall report to the BoD through the President, and is authorized directed liaison with the Executive Director for issues involving Affiliated Support Group (ASG) support.

UOAA's Director of Affiliated Support Group Affairs duties shall include:

- Co-facilitate UOAA's ASG Facebook Group and National ASG Zoom Meetings with UOAA's ASG and Membership Coordinator.
- Assist UOAA's ASG and Membership Coordinator in collecting ASGs' Annual Dues on an as-needed basis.
- Attend and participate in Board of Director meetings and special events and be available for conference calls when requested.
- Participate on committees as assigned by the President of UOAA as the Support Group Affairs representative.
- The Director shall submit an annual budget to the Treasurer and Executive Director for planned activities.
- The Director shall prepare and submit to the Executive Committee periodic activity reports pertaining to the specific tasks they have undertaken including plans and timelines for future activities.



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- Serve as an Ad Hoc member of all Affiliated Support Group related Committees, providing information, guidance and oversight as necessary.
- Be alert to community concerns that can be addressed by UOAA's mission, vision, objectives and programs.
- Help communicate and promote UOAA's mission, vision and programs to the community.
- Become familiar with UOAA finances, budget and financial resource needs.
- Be mindful of and keep expenses to a minimum.
- Financially support the Give and Get Program, as set by UOAA's BoD.
- Be knowledgeable of, understand, and follow the Constitution and all policies and procedures of UOAA.
- Serve as a UOAA national leadership talent scout, actively recruiting individuals who may qualify as candidates to serve on its BoD.
- Work with UOAA's Executive Director, who is the direct liaison between the Director of Affiliated Support Group Affairs and UOAA's staff, when assistance is requested. Communication between all parties will be professional, cordial and conducted in a respectful manner.
- Time commitment expectation is 20-30 hours per month.

Revised 9/22/2025