



## **Fellowship Development Committee Terms of Reference**

### **PURPOSE**

The Fellowship Development Committee is responsible for the development of a suggested minimum set of core topics specific to urogynecology to be included in training programs as well as target a larger goal of facilitating program development in less developed regions through sharing of best practices. This information will be important to achieving the long-term goal of establishing urogynecology as a subspecialty around the world.

### **ROLES AND RESPONSIBILITIES**

The Fellowship Development Committee is responsible for:

- Developing a list of suggested topics that should be included in a urogynecology training program curricula;
- Creating a roadmap for countries for which accreditation as a urogynecologist is yet established and do not have recognition of urogynecology as subspecialty;
- Developing a letter of support on behalf of IUGA that outlines the importance of a certification/accreditation which helps national efforts to achieve certification and/or recognition of urogynecology as sub-specialty.

### **MEMBERSHIP**

Membership in the IUGA Fellowship Development Committee is open to all members with an interest in the activities of the committee, particularly with experience in developing an accreditation program, training program, or otherwise supporting efforts for the recognition of urogynecology as an established sub-specialty.

Membership in the committee will represent the breadth of members of the association. The committee aims to have 12-15 members at any time. Opportunities may arise for committee members to participate in special projects and initiatives.

Election of a chairperson will follow established IUGA procedures. The chair person must be involved in a Fellowship Program as a Director or Assistant Director. IUGA members may apply to serve on a committee during the Call for Committee Volunteers period which generally occurs each year in October.

Members must be prepared to be active participants in IUGA Fellowship Development Committee activities, with membership automatically implying an agreement to:

- Commit to a 3-year term
- Respond to all requests in a timely manner, including requests to review project drafts
- Maintain membership in IUGA during the term on the committee
- Maintain current contact information with the IUGA Office

## MEETINGS

The committee generally meets quarterly via teleconference/ videoconference, and if possible, also meets face-to-face during the Annual Meeting each year. Committee members must attend at least one Annual Meeting every two years and participate in at least two teleconferences per year or may be asked to step down.

## TERMS OF OFFICE

The committee shall be headed by a qualified chairperson who is involved in a Fellowship Program as a Director or Assistant Director and who has been elected by a majority vote of the regular members to a two-year term, renewable for one additional term (by re-election). It may be required to compose a working group on a specific project for which a working group chair is required. The chair of the working group will be selected among all committee members with approval of the majority of the committee members. If no consensus can be reached, then the chair of the committee will appoint a chair of the working group from within the IUGA Fellowship Development Committee.

Aside from the Committee Chair, all other members of the committee will serve a three-year term, renewable once. Each member up for renewal must re-apply during the annual call for committee volunteers.

## REPORTING PROCESS

The committee members report to the committee chair, who in turn reports to the IUGA Board. The staff liaison will assist with communication between all parties.

## STAFF LIAISON

Katherine Thompson, Association Coordinator  
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## BOARD LIAISON

Fred Milani, Past President  
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