



## **Surgical Committee Terms of Reference**

### **PURPOSE**

The Surgical Committee is responsible for curating and promoting resources to support surgical education, as well as developing guidelines on best practices for specific surgical procedures.

### **ROLES AND RESPONSIBILITIES**

The Surgical Committee is responsible for the following:

- Identifying unmet video needs and providing surgical educational content
- Curating the IAPS digital platform within the IUGA Academy
- Promoting monthly top IAPS videos
- Publishing a yearly call for video submission with 1<sup>st</sup> and 2<sup>nd</sup> place prize
- Publishing monthly summary of top 10 high impact articles from NEJM, JAMA, JAMA surgery, BJOG, AJOG and Obstet Gynecol.
- Developing guidelines on best practices for specific surgical procedures
- Curating an annual hands-on course to direct step-by-step instruction with lab component
- Collaborating with the Education Committee for existing video content

### **MEMBERSHIP**

Membership in this committee is exclusively available to regular physician or fellow/trainee members (both Affiliate and Direct members). Non-physicians are not eligible for this committee. The Surgical Committee aims to represent the diverse membership 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. IUGA members may apply to serve on a committee during the Call for Committee Volunteers period which generally occurs each year in October. Regular physician and fellow/trainee members, especially those with an interest in surgical education and demonstrated expertise in pelvic floor surgery, are welcome to apply.

As with all other committees, there will be a representative from the Fellow, Trainee, and Early Career Professionals (FTECP) Committee.

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

- Serve a maximum of 3-year term, renewable once
- Respond to all requests in a timely manner, including requests to review and edit videos
- Maintain membership in IUGA during the term on the committee
- Maintain current contact information with the IUGA Office

## **MEETINGS**

The committee meets as necessary via teleconference/video-conference, and may also meet 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 one teleconference per year or may be asked to step down.

## **TERMS OF OFFICE**

The committee shall be headed by a qualified chairperson 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).

A representative from the Fellows & Trainees Committee will be appointed to serve a 2-year term commensurate with their term on the Fellows & Trainees Committee.

All other members of the committee will serve a maximum of a three-year term, renewable once. Renewal depends on level of activity. Each member up for renewal must re-apply during the annual call for committee volunteers.

## **REPORTING PROCESS**

Committee members report to the committee chair. Committee chairs report 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**

Anna Rosamilia, President  
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