



Publications Committee Chair Terms of Reference

Role:

The Chair of the IUGA Publications Committee is responsible for leading the committee in its mission to oversee the development and quality assurance of IUGA publications. The Chair ensures that all documents meet high standards of accuracy, consistency, and relevance while facilitating collaboration with other professional societies for joint publications.

Key Responsibilities:

- Structure and lead committee meetings, ensuring active participation from all members.
- Ensure that committee activities align with IUGA's goals and initiatives.
- Oversee the initiation of new clinical publications.
- Supervise the solicitation and appointment of writing group members and chairs.
- Ensure peer review of Clinical Guidance Documents, Research Reports, Practice Advisories, and Advocacy Documents before submission to the Board.
- Assess publications older than three years to determine whether they should be updated, reaffirmed, or withdrawn.

Term & Eligibility

- Serves a three-year term. The Chair may have no direct financial relationships with companies during tenure ([see COI policy](#))
- Must have at least 10 years experience post-fellowship.
- Should have prior experience in manuscript development, editing, and guideline methodology.
- Should have strong leadership skills and a collaborative approach to ensure participation from all committee members.
- Cannot serve as Editor or Co-Editor of a journal or Chair/Vice Chair of a committee that publishes clinical publications in other professional associations during tenure.