



Education Committee Terms of Reference

PURPOSE

The Education Committee is responsible for developing, promoting, and maintaining the educational offerings of the association.

ROLES AND RESPONSIBILITIES

Members of the Education Committee will take part into one of two subcommittees: Education Review or E-Learning. The Education Committee, through its subcommittees, is responsible for the following:

- International Fellowship Grant applications and recommending recipients.
- Overseeing the program content for the Regional and International Symposia and Fundamentals Course.
- Reviewing applications submitted for Endorsed Programs.

Developing content for, and overseeing, IUGA Academy, the association's E-Learning platform.

MEMBERSHIP

Membership in the Education Committee is open to all interested members, but particularly those who have an interest in education and demonstrate experience and expertise in urogynecological education. Membership in the committee will represent the breadth of members of the association. The committee aims to have 18-20 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.

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

- Serving a maximum of 3-year term, renewable once
- Respond to all requests in a timely manner, including requests to review project drafts and grant applications
- 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 also may 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).

Subcommittee chairs will be appointed by the committee chair, with input from the outgoing subcommittee chairperson.

A representative from the Fellows, Trainees, and Early Career Professionals Committee will be appointed to serve a 1-year term which may be renewed for as long as they are a member of the Fellows, Trainees, and Early Career Professionals 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 their respective subcommittee chair. Subcommittee chairs 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

Madeleine Camp, Association Coordinator
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BOARD LIAISON

Jenny King, Secretary
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