



Fellowship Development Committee Terms of Reference

PURPOSE

The Fellowship Development Training Committee, by facilitating partnerships, and through current and future initiatives, aims to continue to strengthen urogynecology education, through empowerment of urogynecology program directors, and establishing new training programs to ensure the global growth and improving access to safe urogynecology care worldwide.

ROLES AND RESPONSIBILITIES

The Fellowship Development Committee is responsible for:

1. To support the establishment of recognized accredited training programs in urogynecology worldwide.
2. To organize an in-person/virtual Fellowship Program Directors Meeting every year during the IUGA Annual Meeting. This meeting will enable prospective PD's
 - a. To learn about the process & resources available to help with starting a fellowship training program
 - b. To discuss and engage in best practices and learn from different models of fellowship training programs
 - c. To engage with program directors of established and newer programs to be able to learn from shared experiences.
3. To organize and manage the Program Director's Consortium
 - a. Developing webinars specific for PD's
4. To develop and maintain the Mentorship Program
 - a. to support new program directors to develop urogynecology training programs
 - b. through promoting the development of urogynecology subspecialties in countries that lack formal training programs, by engaging with specialists from these countries to offer guidance and resources
5. To develop and maintain the Curricula Toolkit- educational resources for fellowship programs worldwide
6. To collaborate with existing IUGA committees to promote, and facilitate the goals and objectives of the Fellowship Development Committee

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 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. The chairperson 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
office@iuga.org

BOARD LIAISON

Fred Milani, Past President
fredmilani@me.com