



Publications Committee Terms of Reference

PURPOSE

The Publications Committee provides oversight for the development of clinical and research publications, ensuring they meet high standards for quality, consistency, and accuracy in terminology. These publications include Clinical Guidance Documents (such as Guidelines, Consensus Statements, Terminology Reports, and Systematic Reviews), Original Research Articles, Review Articles, and Position Statements developed by or on behalf of IUGA or an IUGA entity (committee, SIG, etc). The Publications Committee ensures that documents produced by or on behalf of IUGA writing groups, committees, and other IUGA entities adhere to rigorous editorial and scientific standards, facilitating their successful publication in the *International Urogynecology Journal (IJU)* and on the IUGA website. Additionally, the Publications Committee will have a representative in cross-society collaborations for the development of joint publications between IUGA and other groups as appropriate.

ROLES AND RESPONSIBILITIES

- Actively participate in all committee meetings.
- Work on projects as delegated by the Chair.
- Serve as writing group liaisons when asked. Depending on the type of document assigned, each member may act as either a passive or active writing group liaison.
 - A Passive Liaison will serve as a silent participant on the calls, will report back to the Publications Committee on the progress of the project, and will ensure that the writing group adheres to IUGA processes and procedures.
 - An Active Liaison will fulfill the aforementioned tasks and contribute to the development of the document and methodology.
- Regularly review and assess publications that are older than 3 years to determine if they need to be reaffirmed, updated, or withdrawn
- Ensure content presented by or on behalf of IUGA represents a balanced and unbiased viewpoint.

MEMBERSHIP

Membership in the Publications Committee is open to all members with editorial skills, prior experience with manuscript development and editing, interest in guideline development methodology and a high-level understanding of current state of practice in urogynecology. Membership in the committee will represent the breadth of members of the association. The committee aims to have 10-12 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 Publications Committee activities, with membership automatically implying an agreement to:

- Commit to a maximum 3-year term
- Respond to all requests in a timely manner, including requests to review drafts
- Maintain membership in IUGA during the term on the committee
- Maintain current contact information with the IUGA Office
- Participate in at least 4 meetings per year

MEETINGS

The committee generally meets once every two months 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 four 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). The committee chairperson should have prior experience with manuscript development and editing.

A Vice-Chairperson will be appointed jointly by the outgoing Chairperson and Vice-Chairperson for a two-year term, with the possibility of one renewal. The appointed Vice-Chairperson will be eligible for nomination to the position of Chair during the Call for Nominations process.

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

All other members of the committee will serve up to 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

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

Madeleine Camp, Association Coordinator
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BOARD LIAISON

Dudley Robinson, Vice President
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