

**PFD Week Program Planning Committee
Committee Charter**



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| Purpose | The PFD Week Program Planning Committee oversees the educational programming for the annual AUGS meeting, PFD Week. |
| Ongoing Committee Activities / Committee Charges & Strategies | <p>The committee undertakes the following activities:</p> <ul style="list-style-type: none"> • Review and update abstract submission topics and guidelines as needed. • Develop content, identify speakers and evaluate the use of learning formats (panels, workshops, case studies etc.) to meet the educational needs of members and attendees. • Define course learning objectives. • Develop course evaluation and review learner feedback. |
| Roles and Responsibilities | <p>Chair</p> <ul style="list-style-type: none"> • Help structure agenda for meetings and ensure participation by all committee members. • Work to advance designated committee activities and/or charges. • Review abstracts, video abstracts, workshop and roundtable submissions. • Lead the decision making with regards to acceptances and rejections. <p>All Members</p> <ul style="list-style-type: none"> • Prepare and actively participate in all conference calls and meetings. • Complete all assigned workshop, roundtable and abstract reviews. • Contribute ideas for content and speakers. |
| Workgroups and Other Committee Relationships | The PFD Week Program Planning Committee will also engage with the President and Vice President of AUGS to keep them informed of meeting planning progress. |
| Expected Commitment | The committee meets 5-7 times per year via conference call to discuss content, share ideas, and finalize review decisions. Committee members are expected to review all agenda/materials prior to each meeting and attend the conference calls as scheduled. The estimated monthly time commitment is two hours. |
| Committee Composition | The Committee is comprised of a Chair, Vice Chair, Fellow Representative, APP Representative, Nurse Practitioner Representative, Basic Science Representative, and up to 4 additional physician members. |
| Committee Terms | <p>Committee member term limits are as follows:</p> <ul style="list-style-type: none"> • Chair serves a two-year term. • Vice Chair serves a two-year term and automatically ascends to Chair. • Committee members serve a one-year term that is renewable up to three years. <p>Terms run January 1 – December 31</p> |
| Selection/ Appointment | Members are appointed by the AUGS Governance Committee with input from the Committee Chair and Vice Chair. The Committee Vice Chair is selected by the Governance Committee with recommendations from the current Chair and Vice Chair. Committee member selections are approved by the Board. |

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| Committee Requirements | <p>Chair and Vice Chair:</p> <ul style="list-style-type: none">• Express desire to serve.• Desire to advance the education mission of AUGS.• Ability to make the necessary time commitment.• Must be a Society member in good standing.• Chair must have previously served as Committee Vice Chair• The PFD Week Program Chair and Vice Chair may not have direct financial relationships with ineligible companies during their term. <p>Committee Members:</p> <ul style="list-style-type: none">• Express desire to serve.• Desire to advance the education mission of AUGS.• Ability to make the necessary time commitment.• Must be a Society member in good standing.• PFD Week Program Committee members may not participate as leaders or presenters in a company Industry Expert Theater, Product Theater or promotional/marketing event held in the exhibit hall or associated with AUGS' annual meeting during their term. |
| Staff Liaison(s) | Weiyi Zhao |