

**Publications Committee
Charter**



<p>Purpose</p>	<p>The purpose of the AUGS Publications Committee is to provide oversight to the development of clinical publications, including Clinical Guidance Documents (ie, Clinical Practice Statements, Clinical Consensus Statements, Terminology Reports, and Systematic Reviews), Research Reports, Advocacy Documents (ie, Position Statements and White Papers), and Practice Advisories. The committee ensures the documents produced by writing groups and other AUGS committees and networks are of high quality, consistent form and content, and accurate terminology to ensure successful publication in <i>Female Pelvic Medicine & Reconstructive Surgery</i> and/or on the AUGS website. Furthermore, the committee represents AUGS in cross society efforts for the development of joint publications as appropriate.</p>
<p>Ongoing Committee Activities / Committee Charges & Strategies</p>	<p><u>Topic Proposals</u></p> <ul style="list-style-type: none"> ○ Manage the vetting and prioritization of proposed topics for clinical documents twice per year. <p><u>Call for Writing Group Volunteers and Appointment of Writing Group Chair</u></p> <ul style="list-style-type: none"> ○ Manage the solicitation of writing group members ○ Manage the appointment of writing group chairs <p><u>Updating Documents</u></p> <ul style="list-style-type: none"> ○ Manage the maintenance of documents. In Q1 of each year, the committee will review all documents that are 3 years or older. The committee determines whether the revisions are minor and can be made “in house” (ie, updated by Publications Committee) or whether it warrants convening a writing group to undertake the update process (ie, engaging original writing group chair with Pubs Committee member assistance); or alternatively if the document should be reaffirmed or withdrawn. <p><u>Peer Reviewer</u></p> <ul style="list-style-type: none"> ○ Serve as peer reviewers for all Clinical Publications (ie, Clinical Guidance Documents, Research Reports, Practice Advisories, and Advocacy Documents) published by AUGS committees, networks, and work groups to ensure accuracy and consistency of terminology prior to submission to the Board of Directors. ○ Serve as peer reviewer for disseminated Guidance documents (ie, Patient Summaries) to ensure accuracy and consistency of terminology prior to submission to the Board of Directors. <p><u>Liaison for External Societies</u></p> <ul style="list-style-type: none"> ○ In order to help foster the development of joint publications, committee members are appointed as liaisons for the following: ACOG’s Clinical Consensus-Gynecology Committee; IUGA’s Terminology Committee; ASCRS’ Pelvic Floor Consortium <p><u>Liaison for Clinical Publications</u></p> <ul style="list-style-type: none"> ○ Serve as writing group liaisons for clinical publications. Depending on the type of document assigned, a liaison will act as either a passive or active writing group member. 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 AUGS processes and procedures. An Active liaison will fulfill the aforementioned tasks and contribute to the development of the document and methodology. <p><u>Development of Practice Advisories</u></p> <ul style="list-style-type: none"> ○ Serve as authors of Practice Advisories (PAs). PAs are brief, urgent reports that are intended to provide rapid updates and guidance to assist the membership in decision-

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	<p>making areas of clinical care and patient safety. PAs are written by the Publications Committee and approved by the Board of Directors.</p>
<p>Roles and Responsibilities</p>	<p><u>Chair:</u></p> <ul style="list-style-type: none"> ○ Help structure agenda for meetings. ○ Run an effective meeting to ensure involvement of committee members and the advancement of activities and charges. ○ Communication with the staff and Board liaison before and after each Board meeting to share updates from the Committee and to hear about new Board initiatives. Report back to the full committee on each discussion with the Board liaison. ○ Identify, mentor, and groom the next Chair of the Committee. ○ Assist with structure and selection of committee members. ○ Serve as author or reviewer of AUGS Clinical documents as needed <p><u>Vice Chair:</u></p> <ul style="list-style-type: none"> ○ Support the Committee Chair to ensure responsibilities are met in a timely manner. ○ Serve as interim Committee Chair in the absence of the Chair. ○ Recommend to the Governance Committee individuals to serve as the next Vice Chair. ○ Ascend to the position of Chair. ○ Serve as author or reviewer of AUGS Clinical documents as needed <p><u>Members:</u></p> <ul style="list-style-type: none"> ○ Be prepared and actively participate on all conference calls and meetings. ○ Work on projects as delegated by the Chair. ○ Serve as writing group liaisons. Depending on the type of document assigned, each member will 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 AUGS processes and procedures. An Active liaison will fulfill the aforementioned tasks and contribute to the development of the document and methodology. <p><u>*AUGS-Only Advocacy Documents</u></p> <ul style="list-style-type: none"> ▪ Serve in a passive role on the writing group. ▪ Participate on monthly conference calls, report back to the Publications Committee on the progress of the project, and ensure that the writing group adheres to processes and procedures. <p><u>*AUGS Joint Documents</u></p> <ul style="list-style-type: none"> ▪ Serve in a passive role on the writing group. ▪ Serve as a silent participant on the calls, report back to the Publications Committee on the progress of the project, and ensure that the AUGS representatives on the writing group adhere to AUGS processes and procedures. <p><u>*AUGS-Only Clinical Guidance Documents</u></p> <ul style="list-style-type: none"> ▪ Serve in an active role on the writing group. ▪ Provide overview of document development process for CPS and CCS and serve as a resource to the writing group to ensure a consistent process is followed ▪ Drive the development of the Methodology section to establish a transparent and explicit process for the development of the publication ▪ Participate on monthly conference calls, report back to the Publications Committee on the progress of the project, and ensure that the writing group adheres to AUGS processes and procedures. <ul style="list-style-type: none"> ○ Serve as peer reviewers for Clinical Guidance Documents, Practice Advisories, and Advocacy Documents prior to submission to the Board of Directors for approval.

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	<ul style="list-style-type: none"> ○ Assess publications that are older than 3 years to determine if they need to be reaffirmed, updated, or withdrawn ○ Serve as authors for updating AUGS clinical documents ○ Serve as authors for developing Practice Advisories
Expected Commitment	The committee meets once a month via conference call. Committee members are expected to review all agenda/materials prior to each monthly call, participate on projects as assigned; review documents as assigned, and attend the in-person meeting held during the Annual Scientific Meeting.
Committee Composition	The Publications Committee is comprised of a Chair, Vice Chair, and 10-12 additional members. An AUGS Board member serves as a liaison to this Committee. One position on the committee should be filled by a junior member who is less than five years post training/fellow representative. There are currently 4 committee members who act as liaisons for the following: ACOG; IUGA Terminology Committee; ASCRS Pelvic Floor Consortium; FPMRS Social Media
Committee Terms	All committee members serve a 1-year term and are eligible for reappointment for up to 2 additional consecutive terms (up to 3 years of service). Terms may be extended for those holding a liaison position, as noted above. Terms run November 1 – October 31. The Committee Chair and Vice Chair each serve a 3-year term.
COI	<ul style="list-style-type: none"> ○ The Chair and Vice Chair may not have Direct Financial Relationships with Companies during their term. ○ During the Chair and Vice Chair’s term, they may not hold volunteer roles with related professional associations (eg, AAGL, ACOG, AUA, ICS, IUGA, SGS, SUFU) in the following positions: Journal Editor or Co-Editor; Chair or Vice Chair for committees that publish Terminology, Clinical Publications, Systematic Reviews, or Research
Committee Requirements	<p><u>Committee Members:</u></p> <ul style="list-style-type: none"> ○ Desire to advance the mission of AUGS ○ Ability to make the necessary time commitment ○ Must be a Society member in good standing ○ Ability to attend and actively participate on conference calls ○ Editorial skills ○ Prior experience with manuscript development and editing ○ Interest in guideline development methodology ○ High-level understanding of current state of practice in FPMRS and AUGS priorities <p><u>Committee Chair:</u></p> <ul style="list-style-type: none"> ○ In addition to the above requirements, when possible, the Chair should have previously served as the Committee Vice Chair. ○ Prior experience with manuscript development and editing ○ Political savviness when working with leaders from related associations, such as IUGA and ICS ○ Candidate must be at least 10 years post-fellowship ○ Strong leadership skills with a collaborative approach to ensure participation from all committee members ○ The Chair and Vice Chair may not have Direct Financial Relationships with Companies during their term. <p>During the Chair and Vice Chair’s term, they may not hold volunteer roles with related professional associations (eg, AAGL, ACOG, AUA, ICS, IUGA, SGS, SUFU) in the following</p>

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	<p>positions: Journal Editor or Co-Editor; Chair or Vice Chair for committees that publish Terminology, Clinical Publications, Systematic Reviews, or Research</p> <p><u>Vice Chair:</u></p> <ul style="list-style-type: none">○ In addition to the above Chair requirements, when possible, the Vice Chair should have previously served as a Committee member.
Committee Members	<p><u>Chair:</u> Scott W. Smilen, MD; Hackensack Meridian Health</p> <p><u>Vice Chair:</u> Jerry Lowder, MD; Washington University School of Medicine in St. Louis</p> <p><u>Members:</u> Sara B. Cichowski, MD; Oregon Health & Science University Cara L. Grimes, MD, MAS; Westchester Medical Center Kate V. Meriwether, MD; University of New Mexico Lauren Cadish, MD; Providence Saint John’s Health Center Tirsit Asfaw, MD; Weill Cornell Medical College Emily Whitcomb, MD; Southern California Permanente Medical Group Megan Bradley, MD; University of Pittsburg Medical Center Peter Jeppson, MD; University of New Mexico Anne Hardart, MD; Icahn School of Medicine at Mount Sinai Olivia Cardenas-Trowers; University of Louisville School of Medicine William Winkelman, MD; Mount Auburn Hospital Olivia Chang, MD; Cleveland Clinic</p> <p><u>Board Liaison</u> Gina Northington, MD; Emory School of Medicine</p>
Staff Liaison	<p>Veronica Valderrama; Director of Publications veronica@aug.s.org 301-273-0570 (ext: 104)</p>