

**Question Writing Group
Committee Charter**



<p>Purpose</p>	<p>The Question Writing Group oversees the development of a variety of AUGS resources, including the Fellows Self-Assessment Exam (annually), the Urogynecology Self Assessment and any other question bank products. This Committee also identifies opportunities and provide direction to the Fellowship Training Committee and AUGS Board on issues regarding SAFE and the Urogynecology Self-Assessment tool.</p>
<p>Ongoing Committee Activities / Committee Charges & Strategies</p>	<p>The committee undertakes the following activities:</p> <ul style="list-style-type: none"> • Annually review, revise, and write questions to be included in the Self-assessment Fellows Exam (SAFE). • Assign questions to the Urogynecology Self-Assessment. • Ensure questions follow the approved blueprint structure and contain references. • Perform qualitative and quantitative analysis and revisions of existing questions to ensure validity of self-assessments. • Provide reports to learners and Fellowship Program Directors • Maintain AUGS' question database to ensure accuracy of all questions
<p>Roles and Responsibilities</p>	<p>Chair</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. • Identify, mentor, and groom the next Chair of the Committee. • Assist with structure and selection of committee members. • Oversee the planning, delivery and evaluation of the annual SAFE exam. <p>Vice Chair</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. <p>Members</p> <ul style="list-style-type: none"> • Be prepared and actively participate in all conference calls and meetings. • Work on projects as delegated by the Chair. • Write and review questions as delegated by the Chair. • Complete all assignments on time to meet annual SAFE deadline.
<p>Workgroups and Other Committee Relationships</p>	<p>The Question Writing Group has a representative who serves on the Education Committee and provide updates to the Education Committee on the status of the exam as needed.</p>
<p>Expected Commitment</p>	<p>The committee meets as needed via conference call and/or in-person at PFD Week. Committee members are expected to review all agenda/materials prior to each meeting, attend calls or in-person meetings scheduled. The estimated monthly time commitment is 5 hours.</p>
<p>Committee Composition</p>	<p>The Question Writing Group is comprised of a Chair, Vice Chair, and a minimum of 14 committee members. The Chair or another member of the committee will served as liaison to the Education Committee to provide updates on SAFE when requested.</p>

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Committee Terms	<p>All committee members serve a one (1) year term and are eligible for reappointment for with no limit on terms. The Committee Chair and Vice Chair each serve a two-year term.</p> <p>Terms run May 1 – April 30, in sync with the exam cycle.</p>
Selection/ Appointment	<p>Members are appointed by the AUGS Governance Committee with input from the Committee Chair. The Committee Chair is approved by the Governance Committee. Committee member selections are approved by the Board.</p>
Committee Requirements	<p>Committee Members:</p> <ul style="list-style-type: none"> • Express desire to serve with a special interest in physician education. • 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 in meetings. • Participate in one exam writing training session provided by AUGS. • Contribute to writing and reviewing questions assigned to them. <p>Committee Chair:</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. <p>Vice Chair:</p> <ul style="list-style-type: none"> • In addition to the above requirements, when possible, the Vice Chair should have previously served as a Committee member.
Committee Members	<ul style="list-style-type: none"> • Chair – Sallie Oliphant • Vice Chair – Lindsay Turner • Members, Catherine Hudson, Juana Hutchinson-Colas, Patricia Hudson, Lauren Giugale, Katarzyna Bochenska, Austin Hill, Lauri Budnick, Lioudmila Lipetskaia, Marcella G Willis-Gray, Christina Dancz, Cynthia Hall, Charbel Salamon, Robert Shapiro
Staff Liaison(s)	<p>Weyi Zhao Sr. Director of Education</p>
Council Rep	<p>Rob Gutman</p>