

Question Writing Group Committee Charter



Purpose	The Question Writing Group, aka SAFE, oversees the development of the annual Fellows Self-Assessment Exam and the Urogynecology Self-Study Questions (formerly Self-Assessment). This Committee also identifies opportunities and provides input to the Fellowship Training Committee and AUGS Board on issues regarding SAFE and the Urogynecology Self-Assessment tool.
Ongoing Committee Activities / Committee Charges & Strategies	<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 appropriate rotation of questions.
Roles and Responsibilities	<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 of committee 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. • Review and edit questions as delegated by the Chair. • Write and review questions as delegated by the Chair. • Complete all assignments on time.
Workgroups and Other Committee Relationships	Either the Chair or someone designated by the Chair may be asked to provide updates to AUGS committees as needed.
Expected Commitment	<p>The committee meets as needed via conference call and/or in-person at PFD Week 2-3 times annually. Committee members are expected to review all agenda/materials prior to each meeting, attend calls or in-person meetings scheduled and complete all assigned questions.</p> <p>The estimated monthly time commitment is 5 hours.</p>

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Committee Composition	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 serve as liaison to the Education Committee to provide updates on SAFE when requested.
Committee Terms	All committee members serve a one (1) year term and are eligible for reappointment with no limit on terms. The Committee Chair and Vice Chair each serve a two-year term. Terms run April 1 – March 31, in sync with the exam cycle.
Selection/ Appointment	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.
Committee Requirements	<p>Committee Members:</p> <ul style="list-style-type: none"> • Express a 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. • Must adhere to AUGS Conflict of Interest and Disclosure policies. <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.
Staff Liaison(s)	Weiye Zhao