

Continuing Medical Education Committee
Committee Charter



Purpose	The CME Committee ensures AUGS meets and/or exceeds all requirements for accreditation by the Accreditation Council for Continuing Medical Education (ACCME) including review of programming to assure that the educational activities of the Society are developed and offered in a manner consistent with the requirements of the ACCME.
Ongoing Committee Activities / Committee Charges & Strategies	<p>The committee undertakes the following activities:</p> <ul style="list-style-type: none"> • Review all accredited clinical course content, including all relevant presentations, using the AUGS CME review form, to ensure that there is no bias and industry influence. • Periodically review policies and procedures to assure that the educational activities of the Society are developed and offered in a manner consistent with the requirements of ACCME.
Roles and Responsibilities	<p>Chair</p> <ul style="list-style-type: none"> • Structure agenda for meetings. • In conjunction with the committee staff liaison, develop committee report for AUGS Board (3x per year). • Run an effective meeting to ensure involvement of committee members and the advancement of activities and charges. • Maintain open communication with assigned Board liaison regarding committee activities • Identify and mentor the next Chair of the Committee. • Assist with the selection of committee members. • Attend bi-annual Education Council meeting. <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 AUGS Governance Committee individuals to serve as the next Vice Chair. • Ascend to the position of Chair. • Attend bi-annual Education Council meeting. <p>Members</p> <ul style="list-style-type: none"> • Maintain confidentiality and avoid sharing AUGS information, processes, and work product outside of AUGS • Be prepared and actively participate in all conference calls and meetings. • Work on projects as delegated by the Chair. • Actively participate in ongoing committee activities as outlined above under ongoing Committee activities, charges, and strategies.
Workgroups and Other Committee Relationships	The CME Committee engages, as needed, with other AUGS Committees to assist with the implementation of these charges. These committees may include APP Committee and the Education Committee.
Expected Commitment	The committee meets 2-3 times per year via conference call. Additional committee calls may be necessary throughout the year as needed to fulfill the committee charges. Committee members are expected to review all agenda/materials prior to each meeting, attend the conference calls as scheduled.

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Committee Composition	The CME Committee is comprised of a Chair, Vice Chair, and up to 8 physician members.
Committee Terms	<p>Terms run January 1 – December 31.</p> <p>All committee members serve a one (1) year term and are eligible for reappointment for up to two additional consecutive terms (up to three years of service).</p> <p>The Committee Chair and Vice Chair will each serve a two-year term. The Vice Chair ascends to the role of Chair upon completion of their term as Vice Chair.</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 Requirements	<p>Chair and Vice Chair:</p> <ul style="list-style-type: none"> • The CME Committee Chair and Vice Chair may not have direct financial relationships with ineligible companies (as defined by ACCME) during their term. • Chair must have previously served as Committee Vice Chair • Have a good understanding of the ACCME standards for integrity and independence in Accredited Continuing Education. <p>All Committee Members:</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 in conference calls. • 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 any of AUGS's accredited activities. • Must adhere to AUGS Conflict of Interest and Disclosure policies.
Staff Liaison(s)	<p>Weiye Zhao</p> <p>Sr. Director of Education and Accreditation</p> <p>weiye@aug.org</p>