

Publications Committee Charter



Purpose	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), 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 aligned with the priorities set forth by the Board of Directors and are of high quality, consistent form and content, and accurate terminology to ensure successful publication in <i>Urogynecology</i> and/or on the AUGS website. Furthermore, the committee represents AUGS in cross society efforts for the development of joint publications as appropriate.
Ongoing Committee Activities / Committee Charges & Strategies	<u><i>Topic Proposals</i></u> ○ Manage the vetting, editing (as needed), and prioritization of proposed topics for clinical documents twice per year. <u><i>Call for Writing Group Volunteers and Appointment of Writing Group Chair</i></u> ○ Manage the solicitation of writing group members ○ Manage the appointment of writing group chairs <u><i>Updating Documents</i></u> ○ 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writing group chair with Pubs Committee member assistance); or alternatively if the document should be reaffirmed or withdrawn. <u><i>Peer Reviewer</i></u> ○ Serve as peer reviewers for all Clinical Publications (ie, Clinical Guidance Documents, 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. <u><i>Liaison for External Societies</i></u> ○ 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 <u><i>Liaison for Clinical Publications</i></u> ○ 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. <u><i>Development of Practice Advisories</i></u> ○ 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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	making areas of clinical care and patient safety. PAs are written by the Publications Committee and approved by the Board of Directors.
Roles and Responsibilities	<u>Chair:</u> ○ 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 and mentor 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 <u>Vice Chair:</u> ○ 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 <u>Members:</u> ○ 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. <u>*AUGS Joint Documents</u> ▪ 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. <u>*AUGS-Only Documents</u> ▪ Serve in an active role on the writing group. ▪ Provide overview of document development process 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. ○ Serve as peer reviewers for Clinical Guidance Documents, Practice Advisories, and Advocacy Documents prior to submission to the Board of Directors for approval. ○ Assess publications that are older than 3 years to determine if they need to be reaffirmed, updated, or withdrawn ○ Assess submitted Topic Proposals, and revise if necessary ○ Serve as authors for updating AUGS clinical documents ○ Serve as authors for developing Practice Advisories

Publications Committee



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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 Annual Scientific Meeting.
Committee Composition	The Publications Committee is comprised of a Chair, Vice Chair, and 12-14 additional members. An AUGS Board member serves as a liaison to this Committee. One position on the committee may 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; <i>Urogynecology</i> Social Media
Committee Terms	All Publications Committee members serve a 1-year term and are eligible for reappointment. Terms may be extended for those holding a liaison position, as noted above. Terms run January 1 – December 31. The Committee Chair and Vice Chair each serve a 2-year term.
Committee Requirements	<u>Committee Members:</u> ○ Should make the necessary time commitment ○ Should attend and actively participate on conference calls ○ Should have prior experience with manuscript development and editing ○ Should have interest in guideline development methodology ○ Should have high-level understanding of the current state of practice in urogynecology and AUGS priorities ○ Must advance the mission of AUGS ○ Must be a Society member in good standing ○ Must sign and adhere to the Volunteer Commitment to Serve Agreement form ○ Must adhere to AUGS conflict of interest and disclosure policies ○ Committee members who are employed by or engaged to represent a Company are not eligible to serve on a clinical guidance document writing group or serve as an expert advisor or reviewer on that topic. <u>Committee Chair:</u> ○ The Chair and Vice Chair must adhere to AUGS conflict of interest and disclosure policies ○ In addition to the above committee member 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 peer associations ○ 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 ineligible Companies during their term. ○ During the Chair and Vice Chair's term, they may not hold volunteer roles with related professional associations in the following positions: Board of Directors, Journal Editor or Co-Editor; Chair or Vice Chair for committees that publish Terminology, Clinical Publications, Systematic Reviews, or Research <u>Vice Chair:</u> ○ In addition to the above Chair requirements, when possible, the Vice Chair should have previously served as a Publications Committee member.