

Question Writing Group Charter



Purpose	The Question Writing Group oversees the writing, reviewing, scoring and distribution of the annual AUGS Self-Assessment Fellows Exam (SAFE) Exam and the Urogynecology Self-Assessment Exam.
Ongoing Group Activities / Group Charges & Strategies	<p>The group undertakes the following activities:</p> <ul style="list-style-type: none"> • Review, revise and write questions to be included in the annual Self-assessment Fellows Exam (SAFE). • Assign questions to the Urogynecology Self-Assessment. • Ensure questions mirrors the learning objectives set forth in the URPS Blueprint. • Monitor the quantitative analysis of SAFE to ensure validity of the self-assessment. • Provide reports to learners and Fellowship Program Directors. • Maintain AUGS's question database to ensure appropriate rotation of questions. • Identify opportunities and provide input to the Fellows Training Committee and the AUGS Board on issues regarding the two examinations.
Roles and Responsibilities	<p>Chair</p> <ul style="list-style-type: none"> • Structure agenda for meetings. • In conjunction with the staff liaison, develop report for AUGS Board (3x per year). • Run an effective meeting to ensure involvement of group members and the advancement of activities and charges. • Identify and the next Chair of the Question Writing Group. • Assist with the selection of group members. • Oversee the planning, delivery and evaluation of the annual SAFE exam. • Attend bi-annual Education Council meeting. • Present the annual SAFE data at one of the Program Directors Network meetings. <p>Vice Chair</p> <ul style="list-style-type: none"> • Support the Chair to ensure responsibilities are met in a timely manner. • Serve as interim Chair in the absence of the Chair. • Recommend to the Governance Group 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. • 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 Group Relationships	Either the Chair or someone designated by the Chair may be asked to provide updates to AUGS committees as needed.
Expected Commitment	The group meets as needed Zoom and/or in-person at the AUGS Annual Meeting 4-6 times per year. Members are expected to review all agenda and materials prior to each meeting and complete all assigned question writing assignments. The estimated

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	monthly time commitment is 5 hours. Service on the Question Writing Group is eligible for AMA PRA Category 1 credits.
Group Composition	The Question Writing Group is comprised of a Chair, Vice Chair, and a minimum of 14 members.
Group Terms	<p>Terms run April 1 – March 31, in sync with the exam cycle.</p> <p>All group members serve a one (1) year term and are eligible for reappointment with no limit on terms.</p> <p>The Group Chair and Vice Chair 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 Chair. The Chair is approved by the Governance Group.
Group Requirements	<p>All Group 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 meetings. • Participate in one exam writing training session(s) provided by AUGS. • Must be able to complete all question writing assignments in a timely manner. • Must adhere to AUGS Conflict of Interest and Disclosure policies. <p>Chair:</p> <ul style="list-style-type: none"> • In addition to the above requirements, the Chair should have previously served as 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 group member or have demonstrated experience in item writing.
Staff Liaison(s)	<p>Weiye Zhao</p> <p>Senior Director, Education & Accreditation</p> <p>weiye@aug.org</p>