



## **Innovation, Research & Development (I, R&D) Committee Terms of Reference**

### **PURPOSE**

The Innovation, Research & Development Committee is responsible for developing and promoting research projects and papers in the field of Urogynecology.

### **ROLES AND RESPONSIBILITIES**

The Innovation, Research & Development Committee is responsible for:

- Developing committee opinion papers, systematic reviews, and other research-oriented documents.
- Scoring IUGA Research Grant applications and recommending recipients.
- Reviewing requests to distribute surveys to the members, including reviewing the survey instrument to ensure it is necessary and appropriate to the membership.

### **MEMBERSHIP**

Membership in the Innovation, Research & Development Committee is open to all interested members, but particularly those who have an interest and expertise in scientific and clinical research as it relates to Urogynecology. Membership in the committee will represent the breadth of members of the association. The committee aims to have 18-20 members at any time. Opportunities may arise for committee members to participate in special projects and initiatives.

Election of a chairperson will follow established IUGA procedures. IUGA members may apply to serve on a committee during the Call for Committee Volunteers period which generally occurs each year in October.

Members must be prepared to be active participants in the I, R&D Committee activities, with membership automatically implying an agreement to:

- Commit to a maximum 3-year term
- Respond to all requests in a timely manner, including requests to review project drafts and grant applications
- Maintain membership in IUGA during the term on the committee
- Maintain current contact information with the IUGA Office

### **MEETINGS**

The committee generally meets quarterly via teleconference/video-conference, and may also meet face-to-face during the Annual Meeting each year. Committee members must attend at

least one Annual Meeting every two years and participate in at least one teleconference per year or may be asked to step down.

#### TERMS OF OFFICE

The committee shall be headed by a qualified chairperson who has been elected by a majority vote of the regular members to a two-year term, renewable for one additional term (by re-election).

A representative from the Fellows & Trainees Committee will be appointed to serve a 2-year term commensurate with their term on the Fellows & Trainees Committee.

All other members of the committee will serve a maximum three-year term, renewable once. Renewal depends on level of activity. Each member up for renewal must re-apply during the annual call for committee volunteers.

#### REPORTING PROCESS

The committee members report to the committee chair, who in turn reports to the IUGA Board. The staff liaison will assist with communication between all parties.

#### STAFF LIAISON

Sri Langelaar, Coordinator, Association Services  
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#### BOARD LIAISON

Jorge Milhem Haddad, Past President  
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