



## **Publications Committee Terms of Reference**

### **PURPOSE**

The Publications Committee publishes the IUGA Spotlight, the official newsletter of IUGA, on a regular schedule, and recommends placement of news content in the newsletter, online news post, social media, or other relevant delivery channel.

### **ROLES AND RESPONSIBILITIES**

- Recommend topics to cover in the various sections of the newsletter which:
  - Keep members up to date on the activities of the association
  - Provide updates on IUGA's educational activities (meetings, grants, etc.)
  - Stimulate discussion on interesting research and clinical topics in urogynecology via reviews and debates
  - Provide new medical knowledge/updates in the field of urogynecology
  - Provide information about urogynecology in other parts of the world
  - Promote the activities of other IUGA committees as well as IUGA affiliate societies
- Contribute content and/or identify appropriate authors for suggested articles.
- Ensure content represents a balanced and unbiased viewpoint.
- Review newsletter drafts as requested.
- Help determine if content is best disseminated via the newsletter, news posts on the IUGA website, and/or via social media.

### **MEMBERSHIP**

Membership in the Publications Committee is open to all members with an interest in the activities of the Committee. 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 Publications 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 drafts
- 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

Silvia De Maglie, Association Manager  
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#### BOARD LIAISON

Jorge Milhem Haddad, Past President  
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