

FMIGS Communications Committee Policies and Procedures

Goals

The goal of the Communications Committee is to encourage open communication between the FMIGS board, the fellowship directors, the minimally invasive gynecologic surgery fellows, and the public.

Charge of the Communications Committee

1. Deliver written communication from the FMIGS Board to the current FMIGS fellows to provide updates on both board and fellowship activities no less than quarterly.
2. Develop and maintain a protected online platform to provide and encourage communication between FMIGS fellows at all approved fellowship sites.
3. Provide quarterly updates from the FMIGS Board to all fellowship directors regarding changes or updates in current policy.
4. Draft and edit articles as they arise for FMIGS board and policy updates.

Selection, Composition and Size of the Committee

- A. **Committee Chair:** The Chair will be appointed by the FMIGS President and approved by the Board annually for a one-year term. The Chair can serve a maximum of three consecutive years in this position. Preference is given to individuals who possess an expertise or expansive knowledge of the committee's activities.
- B. **Committee Members:** The President will serve on the Committee ex-officio. Additional committee members are selected by the FMIGS Board of Directors. Fellowship members (fellows, fellowship directors, or Board members) who are interested in participation may request to be appointed by the Board. Committee members are appointed annually and can serve a maximum of three consecutive years in this position.
- C. **Committee Size:** The committee size may fluctuate depending on the amount of work the committee must accomplish. The committee Chair will ultimately decide on adding or subtracting membership as needed, as confirmed by the FMIGS Board of Directors.

Committee Meetings

Committee meetings will mostly be held by phone conference call. It is recommended to meet no less than quarterly until a time when the committee's goals are accomplished or deferred. The short and long term goals should be defined at the first meeting.

Financial Responsibility

Any needs for financial support must be submitted to and approved by the FMIGS Board of Directors.

History of the Committee

The Communications Committee was created and authorized in 2016.