

CBGF Diversity, Equity, Inclusion, and Justice (DEIJ) Committee Policies and Procedures

Goals/ Mission Statement

The goal of the CBGF DEIJ Committee is to increase engagement and representation of underrepresented minorities in medicine (URiM) and other marginalized populations including LGTQI, all women, persons with disabilities, and more, within the AAGL Fellowship. Our ultimate objective is to improve patient care by providing a forum for networking, exchange of ideas and mentoring of URiMs and other marginalized populations, while promoting the highest standards of ethical and critical investigation and research in the care of marginalized populations in gynecology.

Charge of the CBGF DEI Committee

1. To increase representation of URiMs in the AAGL CBGF fellowship.
2. Facilitate safe spaces for dialogue about the concerns of URiMs and other marginalized populations within CBGF.
3. Facilitate access to mentorship
4. Promote research related to increasing equitable care and decreasing disparities to marginalized populations
5. To provide DEI programming that promotes an equitable, inclusive environment

Selection, Composition and Size of the Committee

- A. Committee Chair: The Chair will be appointed by the CBGF President and approved by the Board annually for a two-year term. Preference is given to individuals who possess an expertise or expansive knowledge of the committee's activities. Future Chairs must have served on the CBGF DEI Committee as a member.
- B. Vice Chair/Co-Chair: The Co-Chair will be appointed by the Chair and will assist the Chair in the performance of his/her duties and assume the duties of the Chair in his/her absence. The Co-Chair will provide records of the minutes of the proceedings of all meetings of the DEI Committee. The Co-Chair shall serve a four (4) year term and shall succeed to the office of Chair in the last two years of such term. Vacancies occurring in the offices of the CBGF DEI committee shall be filled by the appointment by consensus within the CBGF DEI committee with the concurrence of the CBGF Board. To be eligible to serve as Co-Chair, applicants must be a participant in their 2nd, 3rd or 4th post fellowship year (PFY). PFY 1 starts at the time of fellowship graduation at the Annual Congress and advances by one level every twelve months. Future Co-Chairs must have served on the CBGF DEI Committee as a member.
- C. Fellow Representative: The Fellow Representative to the CBGF Board will be a member of the CBGF DEI Committee Leadership for the same term as they are elected to the CBGF Board. Given their commitments to multiple committees they may appoint someone in their place.
- D. CBGF Board Representative: Member of the CBGF board that acts as a liaison between the CBGF DEI Committee and the CBGF executive board. The CBGF Board Representative will be a member of the DEI Committee Leadership for the same term as they are elected to the CBGF Board.

- E. Committee Members: The CBGF President will serve on the Committee ex-officio. Additional committee members are selected by the CBGF 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. Members will have the power to vote on all CBGF DEI matters and hold office. Any member may resign by submitting a written letter to the CBGF DEI Committee Leadership.
- F. 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 CBGF Board of Directors.
- G. All committee members must commit to creating a safe space for discussion and dialogue. Attendance and participation in regular meetings as well as committee programs is required.

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. At committee meetings, the presence of two-thirds of the committee members will constitute a quorum. If less than a quorum is present, the meeting will be adjourned. The action of the majority of the quorum will be considered the act of the Committee Leadership.

Financial Responsibility

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

History of the Committee

The CBGF DEI Committee was created and authorized in 2024.