

## **CBGF Young Alumni Network Committee Policies and Procedures**

### **Mission**

Support recent CBGF graduates in transitioning from fellowship to independent practice by creating meaningful content, fostering connectivity, and advocating for the interests of the YAN community to the AAGL.

### **Charge of the CBGF Young Alumni Network Committee**

1. Explore the ongoing needs of recent graduates via networking events, surveys, communication with representatives, etc. and propose action plans to share with AAGL leadership
2. Create high yield educational materials pertaining to the practice aspects required to initiate a successful CBG career in the form of webinars, podcasts, postgraduate courses, etc.
3. Develop and maintain communication channels between recent CBGF graduates, and encourage the use existing AAGL communication platforms
4. Coordinate multicenter investigation among recent CBGF graduates
5. Serve as a liaison between recent graduates and partners in industry to maximize support and educational benefits

### **Selection, Composition, and Size of the Committee**

**A. Members:** 1. One class of members shall exist and will be any CBGF alumnus within his/her first five Post Fellowship Years (PFY) dating from the graduation ceremony at the Annual Congress in November of the year they receive their diploma. Membership will automatically be granted to anyone who meets the eligibility criteria. Members will have the power to vote on all CBGF Young Alumni Network matters and hold office. Any CBGF Young Alumni Network dues that may be assessed to CBGF Young Alumni Network members will be used exclusively for supporting CBGF Young Alumni Network activities. Any member may resign by submitting a written letter to the CBGF Young Alumni Network Committee Leadership. The CBGF Young Alumni Network Committee Leadership, through the CBGF Board, shall have the power to issue a warning, censure, suspend for a stated period of time, or expel a participant for failure to maintain the requirements for membership, for ethical violations, or for any other cause, which in its judgement, shall be deemed sufficient. Disciplinary actions shall be decided according to procedures established by the AAGL bylaws.

**B. Officers:** The officers of the CBGF Young Alumni Network shall be the Chair and Co-Chair, The Chair will be the chief executive officer of the CBGF Young Alumni Network and along with the CBGF Young Alumni Network Committee Leadership will implement policy as established by the CBGF Young Alumni Network Committee Leadership and the CBGF Board. The Chair will serve a

one-year term. The Co-Chair 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 CBGF Young Alumni Network. The Co-Chair shall serve a two (2) year term on the Executive Committee, and shall succeed to the office of Chair in the second year of such term. Vacancies occurring in the offices of the CBGF Young Alumni Network shall be filled via appointment by the CBGF Young Alumni Network Executive Committee. To be eligible to serve as Co-Chair, applicants must be a participant in their 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> PFY. PFY 1 starts at the time of fellowship graduation at the Annual Congress and advances by one level every twelve months.

**C. Committee Leadership:** The Committee Leadership will consist of the Chair and Co-Chair, 4 class representatives (one representative for each class, PFY 1 through PFY 4), one international representative (graduate from a non-US AAGL MIGS program in the last 4 years), 3 “Yan Members at Large” (PFY 1 through PGY 4), and the Fellow Representative to the CBGF Board, , Member representatives will be elected by a ballot following a nominations process where individuals can self nominate, or be nominated, and submit a written vision for their tenure on the CBGF Young Alumni Network Committee Leadership. . Terms for each position is for two years, unless member would no longer be eligible to serve as a participant in the CBGF Young Alumni Network in which case their term would be limited to one year. Positions will be filled in January of each year, with elections for the class representatives being staggered (even graduation years hold elections during odd calendar years and odd graduation years and international representative hold elections during even calendar years). The Fellow Representative to the CBGF Board will be a member of the Alumni Network Committee Leadership for the same term as they are elected to the CBGF Board The members of the Committee Leadership will receive the recommendations of its committees and its membership and be responsible for the management of the CBGF Young Alumni Network. Should any of the positions on the Leadership Committee be vacated, the Committee Leadership will nominate a replacement to serve until the next election. The CBGF Board will vote to approve or disapprove this nomination by simple majority of voting members.

### **Committee Meetings**

The Committee Leadership shall meet at least quarterly via conference calls. At Committee Leadership meetings, the presence of two-thirds of the Committee Leadership 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.