



## World Gastroenterology Organisation (WGO) Overview of Committees and Interest Groups

### PREAMBLE

Standing and ad hoc committees and interest groups are established according to the needs of WGO. This document outlines the composition of these groups and describes their scope of activities and areas of responsibility. Work is undertaken by these groups in service of WGO's vision, mission and objectives.

### ABOUT THE WORLD GASTROENTEROLOGY ORGANISATION

WGO is a federation of over 100 member societies and individual members, as well as four regional affiliate associations (AMAGE, APAGE, OPGE and UEG) of gastroenterology and hepatology, representing more than 50,000 individual members. WGO originated largely due to the initiative of Georges Brohée (1887-1957), a Belgian surgeon and radiologist who promoted modern gastroenterology, in particular, by founding the Belgian Society of Gastroenterology in 1928 and by organizing the first International Congress of Gastroenterology in Brussels in 1935. His continuing efforts culminated in the constitution of the "Organisation Mondiale de Gastroentérologie" (OMGE) on 29 May 1958 in Washington, DC, where the first World Congress of Gastroenterology was held.

The first President was Dr. H.L. Bockus whose vision was to enhance standards of education and training in gastroenterology. Initially focused on developed nations, the WGO today embraces a global approach with a special emphasis on developing regions.

The organization was officially renamed the World Gastroenterology Organisation (WGO) in May 2007.

The WGO Foundation, incorporated in 2007, is the philanthropic resource for the World Gastroenterology Organisation.

WGO organizes a biyearly World Congress of Gastroenterology (WCOG) in collaboration with member societies in order to:

- Disseminate and exchange clinical, practical and scientific knowledge and information
- Educate gastroenterologists, as well as physicians and other allied health professionals in related disciplines, worldwide
- Provide opportunities for networking among professionals for the exchange of experience and ideas
- Realize sufficient finances to support the vision, mission and objectives of WGO

### ORGANIZATIONAL VISION, MISSION AND OBJECTIVES

#### **VISION: 'Global Guardian of Digestive Health. Serving the World.'**

Gastrointestinal and liver disorders are preeminent among healthcare issues globally, a significant burden to national healthcare budgets and the single greatest cause of cancer death. While an increasing awareness of causative factors, coupled with dramatic advances in diagnostic and therapeutic approaches have led to improvements in the prevention, diagnosis and treatment of gastrointestinal and liver disorders, these benefits have not been transmitted equally across the world and, especially, to those in greatest need.

As the global representative for gastroenterology and hepatology, the role of WGO is to:

- Increase global public awareness of gastrointestinal and liver disorders
- Provide independent and high quality educational opportunities to medical, nursing and other healthcare professionals in gastrointestinal and liver disorders throughout the world, regardless of location
- Promote international collaboration in digestive health education, training and research
- Support healthcare professionals who care for those with gastrointestinal and liver disorders throughout the world

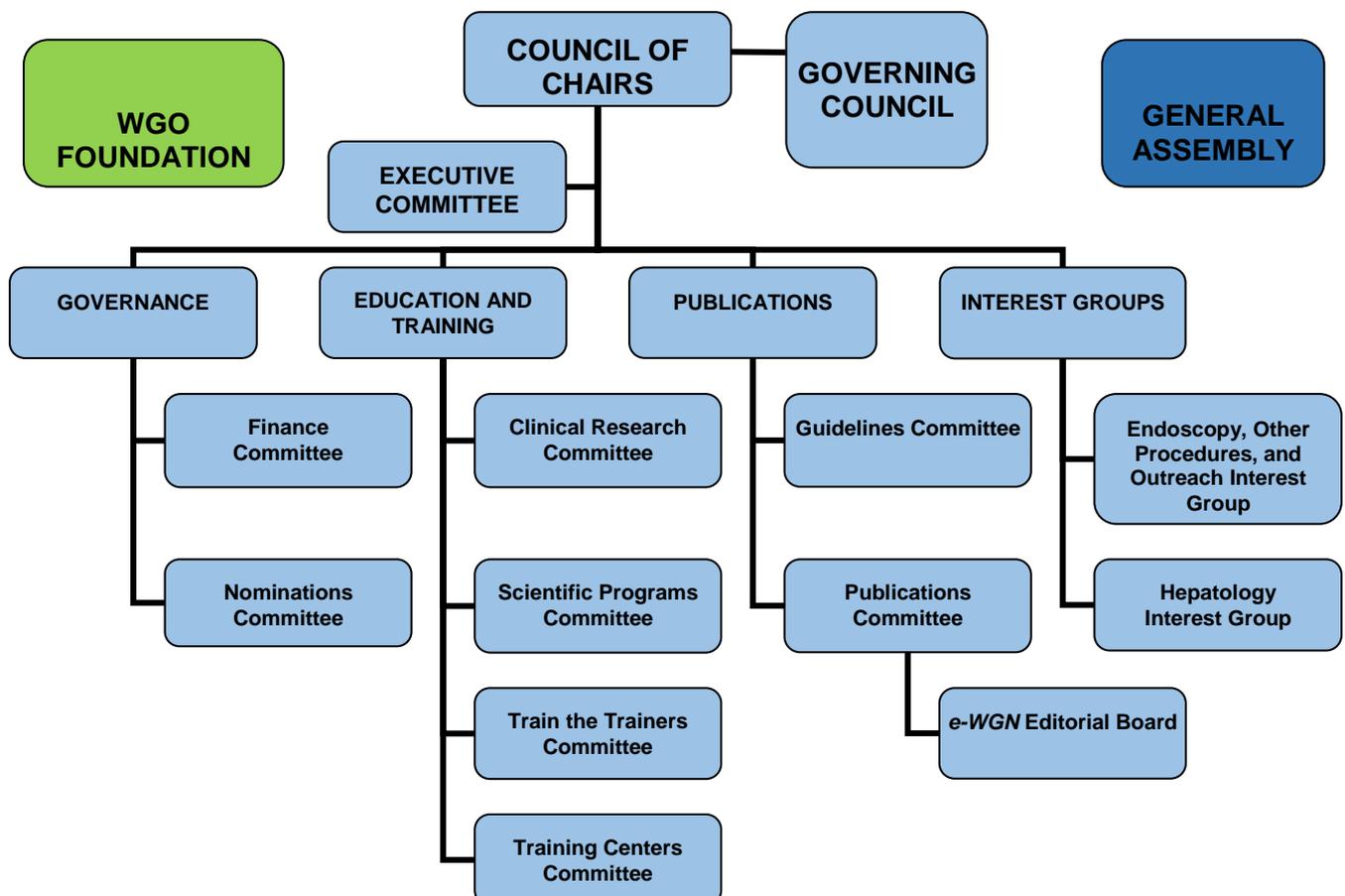
## Mission of WGO

To promote, to the general public and healthcare professional alike, an awareness of the worldwide prevalence and optimal care of gastrointestinal and liver disorders, and to improve care of these disorders, through the provision of high quality, accessible and independent education and training.

## WGO Objectives

- To promote public awareness of gastrointestinal and liver disorders worldwide
- To provide the highest standards in education and training in gastroenterology and hepatology throughout the world and objectively assess the outcomes thereof
- To create an educational network readily accessible and relevant to gastroenterologists and hepatologists in low and middle income settings to support their local professional development
- To stimulate international collaborations that foster improved digestive health education, research and training, especially in the developing world
- To promote multidisciplinary approaches to primary prevention, screening, early detection and optimal care of digestive cancers
- To develop and disseminate global guidelines on important global issues in the clinical practice of gastroenterology and hepatology
- To promote an ethical approach to all aspects of the practice of gastroenterology and hepatology
- To promote the formation of gastroenterology and hepatology organizations and encourage them to be members of WGO
- To support and collaborate closely with all organizations interested in gastrointestinal and liver disorders, including nursing, other healthcare workers and patient advocacy groups
- To solicit financial support for the purpose of undertaking WGO's global and emerging society programs and activities
- To regularly communicate WGO's strategic plan, activities and outcomes to its constituents

## WGO ORGANIZATIONAL STRUCTURE



## WGO GOVERNING COUNCIL, COUNCIL OF CHAIRS, EXECUTIVE COMMITTEE AND GENERAL ASSEMBLY

### GOVERNING COUNCIL

#### 1. Description:

The Governing Council is comprised of the Executive Committee (President, Past-President, President-Elect, Secretary General and Treasurer), the Council of Chairs (Clinical Research Chair, Guidelines Chair, Scientific Programs Chair, Training Centers Chair, Train the Trainers Chair, Endoscopy, Other Procedures and Outreach Chair, and Hepatology Chair) and the four Regional Association Representatives (AMAGE, APAGE, OPGE and UEG), in accordance with the Statutes and By-laws. Observer status may be granted to other organizations and/or representatives as agreed by the Governing Council (non-voting and in attendance only). The Governing Council meets once a year and always prior to each General Assembly, at which the Governing Council presents a report of its activities.

#### 2. Function:

All decisions made with regard to the general management and business of WGO is reviewed and ratified by the Governing Council. It may propose changes to the Statutes and By-Laws to be presented to the General Assembly. It has the authority to fill any vacancy on the Governing Council that may occur between meetings of the General Assembly.

#### 3. Composition

For descriptions of and/or additional information about each of the following component positions or the committees represented by these, please refer to the relevant entry as contained within this document and/or the WGO Statutes and By-laws.

- a. President
- b. President-Elect
- c. Secretary General
- d. Treasurer
- e. Past President
- f. AMAGE President or designee
- g. APAGE President or designee
- h. OPGE President or designee
- i. UEG President or designee (in current practice, it is the Chairperson of the UEG National Societies Committee)
- j. Clinical Research Representative
- k. Guidelines Representative
- l. Scientific Programs Representative
- m. Training Centers Representative
- n. Train the Trainers Representative
- o. Endoscopy, Other Procedures and Outreach Representative
- p. Hepatology Representative
- q. Other ad hoc members and/or interest group chairpersons as these groups are established by the Governing Council in accordance with the Statutes and By-laws

**Term of Service:** Members of the Governing Council serve a two-year term of service unless otherwise prescribed by the WGO Statutes and By-laws.

**Staff Liaison:** Marissa Lopez, WGO/WGOF Executive Director

### COUNCIL OF CHAIRS

#### 1. Description:

The Council of Chairs is comprised of the Executive Committee (President, Past-President, President-Elect, Secretary General and Treasurer) and the Council of Chairs (Clinical Research Chair, Guidelines Chair, Scientific Programs Chair, Training Centers Chair, Train the Trainers Chair, Endoscopy, Other Procedures and Outreach Chair, and Hepatology Chair), in accordance with the Statutes and By-laws. Observer status may be granted to other organizations and/or representatives as agreed by the Governing Council (non-voting and in attendance only). The Council of Chairs meets by-monthly by teleconference and at least once a year in person, and once a year with the full Governing Council always prior to each General Assembly.

## 2. Function:

All aspects of the general management and business of WGO is vested in and undertaken by the Council of Chairs. Its actions and decisions are reviewed and ratified by the Governing Council annually.

## 3. Composition

For descriptions of and/or additional information about each of the following component positions or the committees represented by these, please refer to the relevant entry as contained within this document and/or the WGO Statutes and By-laws.

- a. President
- b. President-Elect
- c. Secretary General
- d. Treasurer
- e. Past President
- f. Clinical Research Representative
- g. Guidelines Representative
- h. Scientific Programs Representative
- i. Training Centers Representative
- j. Train the Trainers Representative
- k. Endoscopy, Other Procedures and Outreach Representative
- l. Hepatology Representative
- a. Other ad hoc members and/or interest group chairpersons as these groups are established by the Governing Council in accordance with the Statutes and By-laws

**Term of Service:** Members of the Council of Chairs serve a two-year term of service unless otherwise prescribed by the WGO Statutes and By-laws.

**Staff Liaison:** Marissa Lopez, WGO/WGOF Executive Director

## EXECUTIVE COMMITTEE

### 1. Description:

The Executive Committee is comprised of the President, Past-President, President-Elect, Secretary General and Treasurer with, in addition, a member of the Executive Secretariat in attendance. It meets monthly by teleconference, by-monthly with the Council of Chairs, and annually with the Governing Council, and on other occasions deemed necessary by the President. All members of the Executive Committee sit on the Council of Chairs and Governing Council.

### 2. Function:

The Executive Committee conducts the business of WGO in between meetings of the Council of Chairs and Governing Council, and shall draw up the agenda for the Council of Chairs and Governing Council meetings. The President may invite other individuals, as appropriate, to participate in the meetings of the Executive Committee.

### 3. Composition

#### a. President

**Primary Roles and Responsibilities:** The President is the statutory officer of WGO. He or she is responsible for the proper functioning of WGO and is empowered to undertake necessary actions with the knowledge of the Governing Council. He or she presides at all meetings of the Executive Committee, Council of Chairs and Governing Council and at the business sessions of the WGO. The President sits on the WGO Finance Committee, WGO Nominations Committee, WGO Foundation Board of Directors and is an ad hoc member of all other WGO committees, interest groups and task forces. The President has the authority to co-opt, in attendance only, individuals deemed to be important for the running of WGO.

**Term of Service:** One, two-year term, non-renewable.

#### b. President-Elect

**Primary Roles and Responsibilities:** The President-Elect is a statutory officer of WGO. He or she assists/represents the President in the conduct of the business of the organization. The President-Elect will automatically become the President when the term of the current President is

completed. The President-Elect automatically ascends to the Presidency should this position become vacant during the term of office of the President. The President-Elect serves as the Chair of the WGO Foundation.

**Term of Service:** Up to one, two-year term, ie, non-renewable.

**c. Secretary General**

**Primary Roles and Responsibilities:** The Secretary General is a statutory officer of WGO. He or she oversees the membership function and maintains the liaison between WGO and its member societies and individual members. The Secretary General is also responsible for other duties as assigned by the President and Governing Council.

**Term of Service:** Up to three, two-year terms, ie, renewable twice. The first term will run for two years from the approval of the General Assembly and may be extended for the aforementioned second and third two-year terms with the approval of the Governing Council.

**d. Treasurer**

**Primary Roles and Responsibilities:** The Treasurer is a statutory officer of WGO. He or she manages, and is responsible to the Governing Council for, the finances of WGO. The Treasurer is required to keep appropriate accounts, to have such accounts appropriately audited on an annual basis and presented to the Finance Committee and ultimately the Governing Council, and to invest the funds of WGO on the advice of the Finance Committee and Governing Council. The Treasurer serves as the Chairperson of the WGO Finance Committee. In addition, the Treasurer examines the credentials of the member societies prior to any General Assembly of WGO, and presents these credentials to the Governing Council for approval as a prerequisite to gaining admission to the General Assembly.

**Term of Service:** Up to three, two-year terms, ie, renewable twice. The first term will run for two years from the approval of the General Assembly and may be extended for the aforementioned second and third two-year terms with the approval of the Governing Council.

**e. Past President**

**Primary Roles and Responsibilities:** The Past President is a statutory officer of WGO. He or she sits on the Executive Committee and Governing Council. The Past President serves as the Chairperson of the WGO Nominations Committee.

**Term of Service:** Up to one, two-year term, ie, non-renewable.

**Staff Liaison:** Marissa Lopez, WGOWGOF Executive Director

## **GENERAL ASSEMBLY**

### **1. Description**

Comprised of representatives of WGO's Member Societies and the Governing Council, the General Assembly reviews and approves the work of the Governing Council and attends to other business including final approval of the venue of the next World Congress of Gastroenterology. The General Assembly is held during each World Congress and at other times at the President's command.

### **2. Function**

The General Assembly bears responsibility for the following activities:

- a. The Governing Council is authorized to seek and select a venue for the World Congress. The location for the World Congress is then submitted to the General Assembly for its approval.
- b. Adopts By-laws which relate to the effective working of WGO. All changes to the By-laws, including those changes or additions implemented under particular circumstances by the Governing Council, and to enhance the function of WGO, must be reported to and ultimately approved by the General Assembly in order for them to be valid.
- c. Approves amendments to the WGO Statutes and By-laws. Amendments to the Statutes and By-laws requires a two-thirds majority of those Member Societies present and entitled to vote, taken by secret ballot or show of hands, at the General Assembly.

- d. Authorizes dissolution of the WGO should this ever be required and demands a two-thirds majority vote of the General Assembly by secret ballot.

Each eligible Member Society has one vote. In the event of a tied vote, the Chairman of the Governing Council has the deciding vote.

Meetings of the General Assembly typically include the following items on the agenda: reports from each of the President, Secretary General, Treasurer, Committees, Interest Groups, and the WGO Foundation; presentation and approval of nominations for membership to the Governing Council and Committees and Interest Groups, and; approval of the venue for the next World Congress of Gastroenterology.

### **3. Composition**

The General Assembly is formed by:

- a. Delegates representing the Member Societies of WGO. Each Member Society may be represented by no more than two delegates and normally these should be the President and Secretary of the society. However, up to two suitable alternatives may be delegated by the president of the society; these names must be submitted in writing.
- b. Members of the Governing Council.
- c. Specialized sections and groups of gastroenterologists, individual members, and Regional Associations may also be represented without voting power.

**Term of Service:** Term of service is dependent upon the statutes, by-laws and/or governance structures adopted by each individual member society.

**Staff Liaison:** Marissa Lopez, WGO/WGOF Executive Director

## **WGO COMMITTEES AND INTEREST GROUPS**

### **GENERAL OVERVIEW OF WGO COMMITTEES AND INTEREST GROUPS**

WGO currently has, in addition to the Governing Council, Council of Chairs, Executive Committee and General Assembly, 11 groups that, under the authority of the Governing Council, coordinates WGO initiatives and projects, and generally undertakes the work of the organization. There are currently 8 committees, 2 interest groups, and an editorial board.

WGO committees and interest groups meet regularly according to a timetable determined by the Chairperson of each group and as approved by the Governing Council. Each year, all of these groups are asked to submit any requests for budget to the WGO Treasurer for approval by the Finance Committee and ultimately by the Governing Council, at least two months in advance of the annual meeting of these groups.

#### **Chairpersons:**

- a. Work with the Governing Council to plan their group's goals and strategies.
- b. Set the tone and oversee the logistics for the functioning of their respective groups.
- c. Ensure that their group's members have the information they need to perform in their roles.
- d. Ensure that their group submits an annual report of decisions made and a plan of action moving forward to the Governing Council.
- e. Assign work to the group's members, sets the agenda and runs the meetings, fosters discussion and implementation of strategies to meet goals, and ensures distribution of meeting minutes.
- f. Have the authority to replace any member who has been absent for more than two consecutive meetings of their group.
- g. Motivate group members to action, and following up on their efforts.
- h. Evaluate the work performed by the group.

#### **Members:**

- a. Attend and actively participate in meetings and teleconferences, and electronic discourse between members of the committee.
- b. Keep informed about committee matters; be well prepared for meetings, and review and comment on minutes and reports.
- c. Assist the committee in developing and executing a plan to achieve the goals of the committee.
- d. Assist in developing relevant volunteer function descriptions to support the work of the committee.
- e. Participate in an evaluation of the overall performance of the committee.

- f. Review the organization's strategic objectives to ensure that strategies and tactics relevant to the work of the committee are being fulfilled and to ensure that major work of the committee is reflected in the organization's mission, values and goals.
- g. Provide leadership by example and motivate the committee to achieve its goals.

**Term of service:** Term of service on WGO Committees and Interest Groups is ordinarily a maximum of three (3), two (2) year terms unless otherwise prescribed by the WGO Statutes and By-laws or organizational policies and procedures.

## **TRAIN THE TRAINERS COMMITTEE**

### **1. Description**

The Train the Trainers Committee oversees all aspects of the planning, coordination and presentation of Train the Trainers workshops, including the selection and preparation of faculty. The Chairperson holds a seat on the WGO Council of Chairs and Governing Council.

### **2. Function**

The function of the Train the Trainers Committee is to:

- a. Run the Train the Trainers workshops.
- b. Develop the curriculum for Train the Trainer workshops.
- c. Develop evaluation tools to assess the impact and level of success of the Train the Trainer workshops.
- d. Assist in fundraising for the Train the Trainers program.
- e. Submit an annual report of the committee's activities and plan for future action along with estimated budgetary requirements and provide this report each year to the WGO Governing Council for review during the leadership meetings that take place during DDW. (Deadlines for reports and budget requests will be communicated to committees by the Executive Secretariat.)
- f. Meet in-person yearly. The committee shall also meet frequently by teleconference. Teleconferences should be held at least quarterly.

### **3. Composition**

The Train the Trainers Committee consists of a Chairperson, a Core Group of members and additional members consisting primarily of Train the Trainers faculty.

**Term of service:** Term of service on WGO Committees and Interest Groups is ordinarily a maximum of three (3), two (2) year terms unless otherwise prescribed by the WGO Statutes and By-laws or organizational policies and procedures.

**Staff Liaison:** Krystal Antrim-Jones, Program Manager, WGO Education and Training

## **TRAINING CENTERS COMMITTEE**

### **1. Description**

The Training Centers Committee oversees all aspects of the relationship between the WGO and its officially endorsed Training Centers worldwide. The Chairperson holds a seat on the WGO Council of Chairs and Governing Council.

### **2. Function**

The function of the Training Centers Committee is to:

- a. Oversee the development, administration and evaluation of new and existing Training Centers.
- b. Assist in the development of defined curricula for each of the Training Centers.
- c. Development electronic teaching between the Training Centers.
- d. Evaluate the budget for each of the Training Centers and make recommendations regarding the budget to the Executive Committee, Council of Chairs and Governing Council.
- e. Coordinate involvement of Member Society and individual member representatives in their participation at the Training Centers.
- f. Assist in the identification of potential new Training Centers.
- g. Assist in fundraising for individual Training Centers and for all Centers combined.
- h. Submit an annual report of the committee's activities and plan for future action along with estimated budgetary requirements and provide this report each year to the Governing Council for

review. (Deadlines for reports and budget requests will be communicated to committees by the Executive Secretariat.)

- i. Meet in-person yearly. The committee shall also meet frequently by teleconference. Teleconferences should be held at least quarterly.

### **3. Composition**

The Training Centers Committee consists of a Chairperson and additional members consisting primarily of the Directors of the WGO Training Centers as well as other members appointed in accordance with the process prescribed by the WGO Statutes and By-Laws.

**Term of service:** Term of service on WGO Committees and Interest Groups and Task Forces is ordinarily a maximum of three (3), two (2) year terms unless otherwise prescribed by the WGO Statutes and By-laws or organizational policies and procedures.

**Staff Liaison:** Krystal Antrim-Jones, Program Manager, WGO Education and Training

## **SCIENTIFIC PROGRAM COMMITTEE**

### **1. Description**

The Scientific Programs Committee oversees the program development of all future meetings which involve WGO. This task can involve large world congresses or smaller meetings in collaboration with member societies. The committee also oversees WGO endorsement of meetings as defined in the Process for Application and Criteria for Endorsement (<http://www.worldgastroenterology.org/meetings-and-events/endorsed-meetings>). The Chairperson holds a seat on the WGO Council of Chairs and Governing Council.

### **2. Function**

The function of the Scientific Program Committee is to:

- a. Participate in the development of the scientific program, suggesting topics of global relevance and impact and submitting names of potential faculty members, for congresses, including the World Congress of Gastroenterology, and smaller meetings, courses and workshops.
- b. Conduct scientific and educational sessions in conjunction with other WGO and Member Society groups as invited to do so.
- c. Encourage and assist Training Centers in the conduct of educational activities.
- d. Develop web-based programming and content for WGO.
- e. Assist in fundraising for meetings and educational programming.
- f. Submit an annual report of the committee's activities and plan for future action along with estimated budgetary requirements and provide this report each year to the WGO Governing Council for review. (Deadlines for reports and budget requests will be communicated to committees by the Executive Secretariat.)
- g. Meet in-person yearly. The committee shall also meet frequently by teleconference. Teleconferences should be held at least quarterly.

### **3. Composition**

The Scientific Programs Committee consists of a Chairperson and additional members appointed in accordance with the process prescribed by the WGO Statutes and By-Laws.

**Term of service:** Term of service on WGO Committees and Interest Groups is ordinarily a maximum of three (3), two (2) year terms unless otherwise prescribed by the WGO Statutes and By-laws or organizational policies and procedures.

**Staff Liaison:** Marissa Lopez, WGO/WGOF Executive Director

## **CLINICAL RESEARCH COMMITTEE**

### **1. Description**

The Clinical Research Committee coordinates WGO-endorsed clinical research projects and related initiatives and advises WGO on relevant research-related issues and activities. The Chairperson holds a seat on the WGO Council of Chairs and Governing Council.

### **2. Function**

The Clinical Research Committee has the following functions:

- a. Establish research project eligibility, criteria, method of application and approval process for proposal of research projects for WGO endorsement and participation. All projects must demonstrate that they are fully funded to be considered. All proposed projects must be approved by the WGO Council of Chairs.
- b. Review research proposals by various groups in WGO and assist in their implementation. All projects must demonstrate that they are fully funded to be considered and have been approved by the WGO Council of Chairs.
- c. Provide research advice for the Training Centers, review any research proposals and assist with their implementation.
- d. Identify research issues that may be incorporated in the Train the Trainers workshops and assist in their development.
- e. Assist in fundraising for research-related initiatives and activities.
- f. Review legal implications of clinical research projects and activities as these may be endorsed or participated in by WGO and resolution of these issues.
- g. Provide expertise and advice on clinical research topics and activities.
- h. Submit an annual report of the committee's activities and plan for future action along with estimated budgetary requirements and provide this report each year to the WGO Governing Council for review. (Deadlines for reports and budget requests will be communicated to committees by the Executive Secretariat.)
- i. Meet in-person yearly. The committee shall also meet frequently by teleconference. Teleconferences should be held at least quarterly.

### **3. Composition**

The Clinical Research Committee consists of a Chairperson and additional members appointed in accordance with the process prescribed by the WGO Statutes and By-Laws.

**Term of service:** Term of service on WGO Committees and Interest Groups is ordinarily a maximum of three (3), two (2) year terms unless otherwise prescribed by the WGO Statutes and By-laws or organizational policies and procedures.

**Staff Liaison:** Marissa Lopez, WGO/WGOF Executive Director

## **FINANCE COMMITTEE**

### **1. Description**

The Finance Committee periodically reports to the Executive Committee, Council of Chairs, Governing Council and General Assembly on the financial activities of WGO.

### **2. Function**

The Finance Committee meets at least once each year to inspect the financial accounts, budgets and audits of the WGO. It advises on fiscal and investment policy.

### **3. Composition**

The Finance Committee is chaired by the Treasurer in accordance with the Statutes and By-laws. It consists of the President, President-Elect, Secretary General, Foundation Treasurer and a representative from each of the four regions. The chairperson has the authority to co-opt additional members to the committee, with the approval of the Governing Council. The Finance Committee meets in-person yearly.

**Term of service:** Term of service on WGO Committees and Interest Groups is ordinarily a maximum of three (3), two (2) year terms unless otherwise prescribed by the WGO Statutes and By-laws or organizational policies and procedures.

**Staff Liaison:** Marissa Lopez, WGO/WGOF Executive Director

## **GLOBAL GUIDELINES COMMITTEE**

### **1. Description**

The Global Guidelines Committee is established to produce Guidelines written and published with a global focus and from a viewpoint of application around the world, unlike other medical guidelines which are targeted to specific regions or countries. Each Guideline includes reference to other relevant guidelines which are identified, summarized and republished or cited by WGO for the benefit of the practitioner. The WGO Guidelines are unique in that they utilize "Cascades" which provide various diagnosis and evidence-based treatment options that are scalable to available local resources and infrastructure in countries with varying resources. Each Guideline review team includes non-Western experts with direct knowledge of

conditions in various regions around the world to ensure the applicability of the procedures under a variety of circumstances. The Chairperson holds a seat on the WGO Council of Chairs and Governing Council.

## **2. Function**

The Guidelines Committee:

- a. Creates new and updates existing Guidelines and Cascades through the establishment of specialist review teams for each one produced
- b. Makes suggestions and recommendations based on current literature, studies and / or evidence to determine which Guidelines should be updated, and which topics should prompt the creation of new guidelines
- c. Assists in the submission and review of Guidelines and Cascades to the Journal of Clinical Gastroenterology
- d. Coordinates peripheral programs including Ask a Librarian, Graded Evidence and the Virtual Room of Gastroenterology
- e. Ensures translation of the guidelines and cascades in major world languages, including, but not necessarily limited to English, French, Mandarin Chinese, Portuguese, Russian and Spanish.
- f. Responds to questions relating specifically to WGO Guidelines and Cascades which received via the WGO website Guidelines Contact Form
- g. Submits an annual report of the committee's activities and plan for future action along with estimated budgetary requirements and provide this report each year to the WGO Governing Council for review. (Deadlines for reports and budget requests will be communicated to committees by the Executive Secretariat.)
- h. Meet in-person yearly. The committee shall also meet frequently by teleconference. Teleconferences should be held at least quarterly.

## **3. Composition:**

The committee consists of a Chairperson and additional members appointed in accordance with the process prescribed by the WGO Statutes and By-Laws.

**Term of service:** Term of service on WGO Committees and Interest Groups is ordinarily a maximum of three (3), two (2) year terms unless otherwise prescribed by the WGO Statutes and By-laws or organizational policies and procedures.

**Staff Liaison:** Jim Melberg, Program Manager, WGO and WGOF (Membership and Publications)

## **NOMINATIONS COMMITTEE**

### **1. Description**

The Nominations Committee is a group formed from inside the membership of the WGO for the purpose of overseeing the nominations process resulting in the selection of candidates to serve in the leadership and committees of WGO.

### **2. Function**

The Chairperson of the Nominations Committee is the Past President of WGO. If that is not possible, the Chair will be appointed by the Governing Council. The Committee shall meet in person, by teleconference, or by other electronic means at least one year prior to the next General Assembly to consider the nominations submitted by member societies for membership of the Governing Council, committees, and other groups as established to carry out the activities of the organization. From these submissions the Nominations Committee shall recommend a list of candidates for each office which shall be submitted by the Chairperson of the Nominations Committee to the Governing Council. The Governing Council may modify this list if necessary and thereafter submit it to the General Assembly for its approval.

The regular method for nomination of Officers and members of committees and other groups as established to carry out the activities of the organization in WGO is via a nomination process defined and undertaken by the Nominations Committee. Under special circumstances, the President can co-opt a new member, in agreement with the Chairperson of the committee. This nomination should then be considered for approval by the Nominations Committee during its next meeting.

### **3. Composition**

The Nominations Committee shall consist of::

- a. Immediate Past President (Chairperson)
- b. President
- c. An additional Past President to be nominated by the Governing Council

- d. Six additional Governing Council nominations: six representatives, with at least one from each of the four primary regions

All members maintain the right to vote in the deliberations of the Nominations Committee.

**Term of service:** Term of service on WGO Committees and Interest Groups is ordinarily a maximum of three (3), two (2) year terms unless otherwise prescribed by the WGO Statutes and By-laws or organizational policies and procedures.

**Staff Liaison:** Marissa Lopez, WGO/WGOF Executive Director

## **PUBLICATIONS COMMITTEE**

### **1. Description:**

The Publications Committee oversees all aspects associated with the focus, publication, distribution, promotion, and performance of the WGO publications, including the quarterly e-newsletter, *e-WGN*, monthly e-alert, *e-WGN Monthly News Alert*, and the WGO website. It manages the contractual relationship with the *Journal of Clinical Gastroenterology* (JCG) and those of all other publication and website-related contracts entered into by WGO. It provides advice and guidance to the WGO Governing Council on the future direction and needs of the WGO publications and website.

### **2. Function:**

#### **Journal of Clinical Gastroenterology (JCG)**

- a. Manage the relationship between WGO and the *Journal of Clinical Gastroenterology* (JCG)
- b. Conduct annual review of the JCG/WGO contractual relationship and report findings and recommendations to the WGO Governing Council.
- c. Actively solicit scientific content and WGO review articles for publication in the JCG.
- d. Liaise with the Guidelines Committee regarding the publication of WGO Guidelines and Cascades in the JCG.
- e. Oversee the development and publication of organizational news in the pages allotted to the WGO for general material contributions.
- f. Review and approve all submission proofs for WGO review articles, Guidelines/Cascades, and general WGO news submissions, noting that other individuals are also responsible for proof review and approval related to their assigned areas, including the Guidelines Committee Chairman and first author(s) of Guidelines/Cascades and first author(s) for WGO review articles. The WGO Secretariat also receives copies of the proofs for all submissions.
- g. Summarize and report readership and other key statistics.
- h. Recommend members to the JCG Editorial Board in accordance with the JCG/WGO contract. Nominations to the JCG Editorial Board will be reviewed and approved by the WGO Governing Council prior to notification given to the JCG.

#### **Quarterly e-WGN and e-WGN Monthly News Alert**

- a. *e-WGN* Quarterly Newsletter:
  - i. Recommend candidates for the two co-editor positions.
  - ii. Evaluate the performance of the co-editors.
  - iii. Monitor performance of the publication.

**Note:** *e-WGN* Co-Editors retain final responsibility for editorial policy and decisions specific to this publication.
- b. *e-WGN Monthly News Alert*:
  - i. Oversee the development of content, soliciting and/or making suggestions for articles and other materials for inclusion in the monthly publication.
  - ii. Monitor performance of the publication.

#### **WGO Website**

- a. Oversee the design, organization and development of content, including translation, for the WGO website.
- b. Consider ways to increase traffic to the WGO website.
- c. Summarize and report user and other key statistics related to the website.

**General:**

- a. Participate in negotiations of publication and website-related contracts.
- b. Recommend publication and website-related policies.
- c. Manage all other publications-related contractual relationships established by the WGO Governing Council and regularly to the leadership regarding their performance and feasibility.
- d. Develop and implement, with approval of the WGO Governing Council, an advertising policy and a marketing and promotions plan for the WGO publications and website.
- e. Monitor and report readership and user satisfaction with the WGO publications and website.
- f. Submit an annual report of the committee's activities and plan for future action along with estimated budgetary requirements and provide this report each year to the WGO Governing Council for review. (Deadlines for reports and budget requests will be communicated to committees by the Executive Secretariat.)
- g. Meet in-person yearly at DDW. The committee shall also meet frequently by teleconference. Teleconferences should be held at least quarterly.

**3. Composition:**

The Publications Committee consists of a Chairperson, the Co-Editors of *e-WGN*, and Guidelines Committee Chairperson, and additional members appointed in accordance with the process prescribed by the WGO Statutes and By-Laws.

In addition, the Publications Committee Chairperson may serve as an Associate Editor of the JCG, at the discretion of the WGO Governing Council and the Editor of the JCG.

**Term of service:** Term of service on WGO Committees and Interest Groups is ordinarily a maximum of three (3), two (2) year terms unless otherwise prescribed by the WGO Statutes and By-laws or organizational policies and procedures.

**Staff Liaison:** Jim Melberg, Program Manager, WGO and WGOF (Membership and Publications), Ashley Huren-Johnson, Program Manager, WGO and WGO Foundation

**e-WGN / EDITORIAL BOARD**

**1. Description**

The Editorial Board generally contributes to, and advises the Co-Editors of *e-WGN*, with regard to format and content of the quarterly electronic newsletter to produce a publication of the highest quality.

**2. Function**

The Editorial Board has the following functions:

- a. Advise the Co-Editors of *e-WGN* on issues related to the development, production and publication of the e-newsletter.
- b. Contribute to the collection of suitable content for *e-WGN*, either by providing articles themselves or securing submissions from colleagues.
- c. Provide creative input regarding expansion and content of *e-WGN*.
- d. Contribute ideas to improve dissemination of the e-newsletter and readership statistics.
- e. Meet in-person yearly. The committee shall also meet frequently by teleconference. Teleconferences should be held at least quarterly.

**3. Composition**

The *e-WGN* Editorial Board is chaired by the Co-Editors of the e-publication. Its members are appointed in accordance with the process prescribed by the WGO Statutes and By-Laws.

**Term of service:** Term of service on WGO Committees and Interest Groups is ordinarily a maximum of three (3), two (2) year terms unless otherwise prescribed by the WGO Statutes and By-laws or organizational policies and procedures.

**Staff Liaison:** Jim Melberg, Program Manager, WGO and WGOF (Membership and Publications)

**INTEREST GROUPS**

### **1. Description**

WGO Interest Groups focus on a specific topic or field within and related to gastroenterology. They are responsible for the integration of their respective fields into the various WGO training and education activities.

### **2. Function:**

These groups provide meaningful networking opportunities among individuals active in these shared areas of interest and activity. Interest Groups play an integral role in the WGO including, but not limited to, their contributions toward education, training, development of informational tools and resources, and presentation of meetings and World Congresses. These groups are required to submit an annual report of their activities and plans for future action along with estimated budgetary requirements and provide these reports each year to the WGO Governing Council for review. (Deadlines for reports and budget requests will be communicated to the Interest Groups and Task Forces by the Executive Secretariat.)

### **3. Composition:**

WGO currently convenes two Interest Groups:

- Endoscopy, Other Procedures and Outreach Interest Group
- Hepatology Interest Group.

Each group is comprised of a Chairperson (appointed by the President and approved by the Governing Council) and members (regarding which Chairs are entitled to nominate members for approval by the Executive Committee and Governing Council).

## **ENDOSCOPY, OTHER PROCEDURES AND OUTREACH INTEREST GROUP**

### **1. Description**

The Endoscopy, Other Procedures and Outreach Interest Group consists of individuals who have a special training and interests in endoscopy and other related procedures (eg, surgery, etc.) The Chairperson holds a seat on the WGO Council of Chairs and Governing Council.

### **2. Function**

The Endoscopy, Other Procedures and Outreach Interest Group has been established to advise WGO on matters related to:

- a. Develop an endoscopy and related procedures program and presence within the existing structure and programs of WGO.
- b. Develop a strong presence at the WGO Training centers and develop a regionally-relevant curriculum in endoscopy and related procedures.
- c. Assure Training Centers practice endoscopy and related procedures safely, particularly insofar as reprocessing of endoscopes is concerned.
- d. Provide input in content for endoscopic and other related procedures educational efforts undertaken by WGO or in collaboration with other organizations.
- e. Liaise with WGO Training Centers to identify equipment and accessory needs.
- f. Identify other GI units which may need assistance in procuring equipment to provide clinical service, in each instance ensuring that appropriately trained medical and support staff are on hand to optimally use such equipment.
- g. Identify donors and determine appropriate donation for selected Training Centers and GI units.
- h. Coordinate contact between donors and recipients so that they may directly coordinate with one another delivery and installation of equipment.
- i. Solicit and encourage the involvement and assistance of WGO Member Societies and individual members.
- j. Ensure that necessary WGO-mandated documentation pertaining to the donation of equipment is fully executed and placed on file with the Executive Secretariat.
- k. Liaise with donors and unites to ensure provision of service and ongoing trainee.
- l. Provide outcomes assessment on the use and impact of the donated equipment.
- m. Contribute to the program of the World Congress of Gastroenterology.
- n. Submit an annual report of the committee's activities and plan for future action along with estimated budgetary requirements and provide this report each year to the WGO Governing Council for review. (Deadlines for reports and budget requests will be communicated to committees by the Executive Secretariat.
- o. Submit an annual report of the committee's activities and plan for future action along with estimated budgetary requirements and provide this report each year to the WGO Governing

Council for review. (Deadlines for reports and budget requests will be communicated to committees by the Executive Secretariat.

- p. Meet in-person yearly. The committee shall also meet frequently by teleconference. Teleconferences should be held at least quarterly.

### **3. Composition**

The interest group is comprised of a Chairperson (appointed by the President and approved by the Governing Council) and members (regarding which Chairs are entitled to nominate members for approval by the Executive Committee and Governing Council).

**Term of service:** Term of service on WGO Committees and Interest Groups is ordinarily a maximum of three (3), two (2) year terms unless otherwise prescribed by the WGO Statutes and By-laws or organizational policies and procedures.

**Staff Liaison:** Krystal Antrim-Jones, Program Manager, WGO Education and Training

## **HEPATOLOGY INTEREST GROUP**

### **1. Description**

The Hepatology Interest Group consists of individuals who have a special training and interests in hepatology and related areas. The Chairperson holds a seat on the WGO Council of Chairs and Governing Council.

### **2. Function**

The Hepatology Interest Group has been established to advise WGO on matters related to:

- a. Develop a hepatology program and presence within the existing structure and programs of WGO.
- b. Develop a strong presence at the WGO Training centers and develop a regionally-relevant curriculum in hepatology.
- c. Develop ways to put the spotlight on liver diseases globally.
- d. Address the problems of education and training in the recognition and treatment of liver diseases on a worldwide basis.
- e. Provide input in content for hepatology-based educational efforts undertaken by WGO or in collaboration with other organizations.
- f. Contribute to the program of the World Congress of Gastroenterology.
- g. Submit an annual report of the committee's activities and plan for future action along with estimated budgetary requirements and provide this report each year to the WGO Governing Council for review. (Deadlines for reports and budget requests will be communicated to committees by the Executive Secretariat.)
- h. Meet in-person yearly. The committee shall also meet frequently by teleconference. Teleconferences should be held at least quarterly.

### **3. Composition**

The interest group is comprised of a Chairperson (appointed by the President and approved by the Governing Council) and members (regarding which Chairs are entitled to nominate members for approval by the Executive Committee and Governing Council).

**Term of service:** Term of service on WGO Committees and Interest Groups is ordinarily a maximum of three (3), two (2) year terms unless otherwise prescribed by the WGO Statutes and By-laws or organizational policies and procedures.

**Staff Liaison:** Ashley Huren-Johnson, Program Manager, WGO and WGO Foundation