



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

### PREAMBLE

Standing, 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

Established in 1958, WGO is a federation of 117 gastroenterology and hepatology member societies and four regional associations (AMAGE, APAGE, OPGE and UEG) representing over 60,000 individual members worldwide. WGO focuses on improving education and training standards in gastroenterology, hepatology, endoscopy and other related disciplines globally.

WGO originated 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 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. Henry L. Bockus whose vision was to enhance standards of education and training in gastroenterology.

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

WGO organizes a biennial World Congress of Gastroenterology (WCOG) in collaboration with member societies 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 MISSION, VISION AND OBJECTIVES

#### 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.

#### 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:

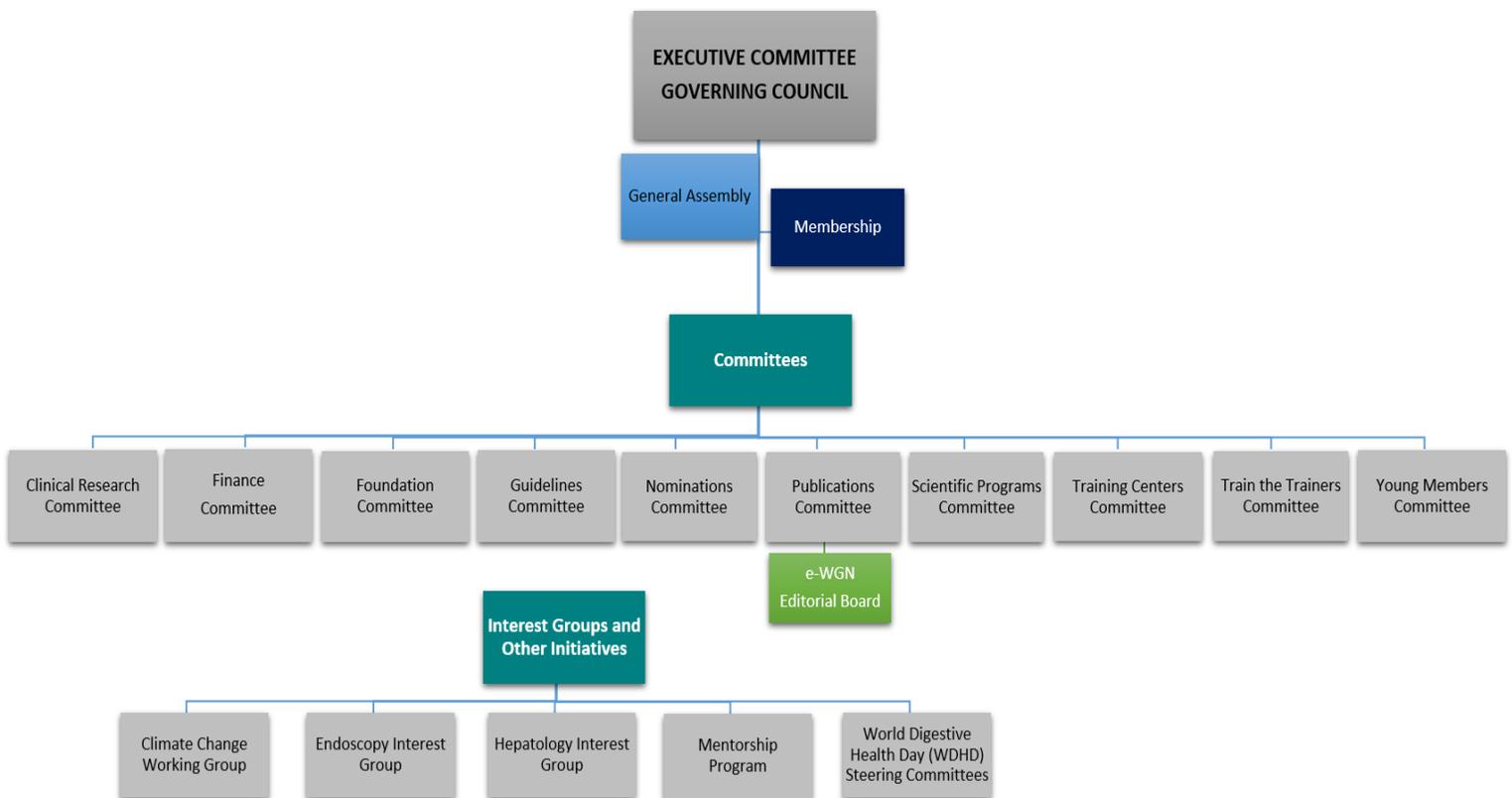
- Increase global public awareness of gastrointestinal and liver disorders
- Provide independent and high quality educational opportunities to medical and other healthcare professionals in gastrointestinal and liver disorders throughout the world, regardless of location
- Promote international collaboration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



## 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 EXECUTIVE COMMITTEE, GOVERNING COUNCIL AND GENERAL ASSEMBLY

### EXECUTIVE COMMITTEE

#### Description:

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

#### Function:

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

#### Composition:

##### President

**Primary Roles and Responsibilities:** The President is the statutory officer of WGO. This position is responsible for the proper functioning of WGO and is empowered to undertake necessary actions with the knowledge of the Governing Council. The President shall preside at all meetings of the Executive Committee and Governing Council and at business sessions of the WGO. The President sits on the Finance Committee, Nominations Committee, Foundation Committee, 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.

##### President-Elect

**Primary Roles and Responsibilities:** The President-Elect is a statutory officer of WGO. This position 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 Foundation Committee.

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

##### Secretary General

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

**Term of Service:** A maximum of two, two-year terms of office. The first term will run for two years from the approval of the General Assembly and may be extended for the aforementioned second two-year term with the approval of the Governing Council.

##### Treasurer

**Primary Roles and Responsibilities:** The Treasurer is a statutory officer of WGO. This position 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. The Treasurer serves as the Chair 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:** A maximum of two, two-year terms of office. The first term will run for two years from the approval of the General Assembly and may be extended for the aforementioned second two-year term with the approval of the Governing Council.



## Past President

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

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

## At-Large Member

**Primary Roles and Responsibilities:** shall be a statutory officer of WGO. This position is responsible for the duties assigned by the President and Governing Council. The position will have previously contributed to WGO committees and other major societal programs in a substantial way.

**Term of Service:** A maximum of two, two-year terms of office. The first term will run for two years from the approval of the General Assembly and may be extended for the aforementioned second two-year term with the approval of the Governing Council.

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

## GOVERNING COUNCIL

### Description:

The Governing Council is comprised of the Executive Committee (President, Past President, President-Elect, Secretary General, Treasurer, and At-Large Member), the Committee Chairs (Clinical Research Chair, Guidelines Chair, Scientific Programs Chair, Training Centers Chair, Train the Trainers Chair, Publications Chair, Endoscopy, Other Procedures and Outreach Chair, Hepatology Chair, Young Members Committee Chair and Councilor at Large) and the four Regional Association Representatives (AMAGE, APAGE, OPGE and UEG), in accordance with the Statutes and Bylaws. 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 regularly and always prior to each General Assembly, at which the Governing Council presents a report of its activities.

### 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 Bylaws 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.

### 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 Bylaws.

1. President
2. President-Elect
3. Secretary General
4. Past President
5. Treasurer
6. At-Large Member
7. Clinical Research Representative
8. Guidelines Representative
9. Scientific Programs Representative
10. Training Centers Representative
11. Train the Trainers Representative
12. Publications Representative
13. Young Members Representative
14. Endoscopy, Other Procedures and Outreach Interest Group Representative
15. Hepatology Interest Group Representative



16. Other ad-hoc members and/or interest group chairpersons as these groups are established by the Governing Council in accordance with the Statutes and Bylaws
17. AMAGE President or designee
18. APAGE President or designee
19. OPGE President or designee
20. UEG President or designee

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

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

## GENERAL ASSEMBLY

### **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 command of the President.

### **Function:**

The General Assembly bears responsibility for the following activities:

- 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.
- Adopts Bylaws which relate to the effective working of WGO. All changes to the Bylaws, 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 approved by the General Assembly.
- Approves amendments to the WGO Statutes and Bylaws. Amendments to the Statutes and Bylaws requires a simple majority of those Member Societies present and entitled to vote, taken by show of hands, at the General Assembly.
- Authorizes dissolution of the WGO should this ever be required and demands a simple majority vote of the General Assembly by secret ballot.
- Each eligible Member Society has one vote. In the event of a tied vote, the Chair of the Governing Council, that is, the WGO President, shall have 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, and Interest Groups; presentation and approval of nominations for membership to the Governing Council, Committees and Interest Groups; and approval of the venue for the next World Congress of Gastroenterology.

### **Composition:**

The General Assembly is formed by:

- 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.
- Members of the Governing Council.
- Specialized sections and groups of gastroenterologists and Regional Associations may also be represented without voting power.

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

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



## GENERAL OVERVIEW OF WGO COMMITTEES AND INTEREST GROUPS

WGO currently has, in addition to the Executive Committee, Governing Council, General Assembly, 17 groups that, under the authority of the Governing Council, coordinates WGO initiatives and projects, and generally undertakes the work of the organization.

WGO committees and interest groups meet regularly according to a timetable determined by the Chair 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.

### **Chairs:**

- Work with the Governing Council to plan their group's goals and strategies.
- Actively participates in regularly schedule teleconferences.
- Set the tone and oversee the logistics for the functioning of their respective groups.
- Ensure that their group's members have the information they need to perform in their roles.
- Ensure that their group submits an annual report of decisions made and a plan of action moving forward to the Governing Council.
- 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.
- Have the authority to replace any member who has been absent for more than two consecutive meetings of their group.
- Motivate group members to action, and following up on their efforts.
- Evaluate the work performed by the group.
- Ensures ongoing communication with the Governing Council as well as the membership.
- Maintains relationships with sponsors.
- Is available to any member by phone or email to answer questions, provide consultation, and respond to concerns; refers questions to appropriate staff for follow-up.
- Keeps Governing Council and staff informed about issues or trends of concern to members.
- Reports significant problems or concerns to the appropriate staff, GC member, or committee chair.
- Assists in carrying out the duties of the Governing Council to help set the strategic direction using available resources of the organization.
- Becomes familiar with the WGO bylaws, policies and procedures, organization functions, and the conduct of effective meetings.
- Works closely with staff to accomplish position responsibilities.
- Represents organizational issues to external groups as requested.

### **Members:**

- Attend and actively participate in meetings and teleconferences. This will mainly take place via videoconference calls (please note that WGO cannot undertake to cover costs of travel or accommodation and no grants are provided to committee members).
- Keep informed about committee matters; be well prepared for meetings, and review and comment on minutes and reports.
- Assist the committee in developing and executing a plan to achieve the goals of the committee.
- Assist in developing relevant volunteer function descriptions to support the work of the committee.
- Participate in an evaluation of the overall performance of the committee.
- Contribute the necessary time to projects and programs of the committees and interest groups.
- Exhibit leadership ability and an understanding of the scope of work of WGO and the opportunities presented by the organization. This includes having an understanding of WGO's mission, values, and objectives.



- Exhibit collegiality: work well with others and show respect for the ideas and views of fellow members, representatives and staff. Engage others in the work of the organization.
- Attend the annual in-person meeting (if able) which may be either a WGO co-sponsored meeting or World Congress.

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

## WGO COMMITTEES AND INTEREST GROUPS

### FINANCE COMMITTEE

**Description:**

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

**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.

**Composition:**

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

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

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

### NOMINATIONS COMMITTEE

**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.

**Function:**

The Chair of the Nominations Committee is the Past President of WGO. If that is not possible, the Governing Council will appoint the Chair. The Committee shall meet in person, by teleconference, or by other electronic means at 6 months 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 Chair 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 Chair of the committee. This nomination should then be considered for approval by the Nominations Committee during its next meeting.



### **Composition:**

The Nominations Committee shall consist of the following:

- Immediate Past President (Chair)
- President
- An additional Past President to be nominated by the Governing Council
- 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 a maximum of two, (2) year terms unless otherwise prescribed by the WGO Statutes and Bylaws or organizational policies and procedures.

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

## **SCIENTIFIC PROGRAMS COMMITTEE**

### **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 (<https://www.worldgastroenterology.org/meetings/endorsed-meetings>). The Chair holds a seat on the WGO Governing Council.

### **Function:**

The function of the Scientific Programs Committee is to:

- 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.
- Assist with the review and coordination of abstracts.
- Conduct scientific and educational sessions in conjunction with other WGO and Member Society groups as invited to do so.
- Encourage and assist Training Centers in the conduct of educational activities.
- Develop web-based programming and content for WGO.
- Assist in fundraising for meetings and educational programming.
- 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 WGO Secretariat.)
- Meet in-person annually. The committee shall also meet by teleconference at least quarterly.

### **Composition:**

The Scientific Programs Committee consists of a Chair and additional members appointed in accordance with the process prescribed by the WGO Statutes and Bylaws.

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

**Staff Liaison:** Milly Gonzalez, Education and Meetings Manager



## TRAIN THE TRAINERS COMMITTEE

### 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 Chair holds a seat on the WGO Governing Council.

### Function:

The function of the Train the Trainers Committee is to:

- Run the Train the Trainers workshops.
- Develop the curriculum for Train the Trainer workshops.
- Develop evaluation tools to assess the impact and level of success of the TTT workshops.
- Assist in fundraising for the Train the Trainers program.
- 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 WGO Secretariat.)
- Meet in-person annually. The committee shall also meet by teleconference at least quarterly.

### Composition:

The Train the Trainers Committee consists of a Chair 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 two, (2) year terms unless otherwise prescribed by the WGO Statutes and Bylaws or organizational policies and procedures.

**Staff Liaison:** Milly Gonzalez, Education and Meetings Manager

## TRAINING CENTERS COMMITTEE

### Description:

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

### Function:

The function of the Training Centers Committee is to:

- Oversee the development, administration and evaluation of new and existing Training Centers.
- Assist in the development of defined curricula for each of the Training Centers.
- Development electronic teaching between the Training Centers.
- Evaluate the budget for each of the Training Centers and make recommendations regarding the budget to the Executive Committee and Governing Council.
- Coordinate involvement of Member Society and individual member representatives in their participation at the Training Centers.
- Assist in the identification of potential new Training Centers.
- Assist in fundraising for individual Training Centers and for all Centers combined.
- 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 WGO Secretariat).
- Meet in-person annually. The committee shall also meet by teleconference at least quarterly.

**Composition:**

The Training Centers Committee consists of a Chair 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 Bylaws.

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

**Staff Liaison:** Jim Melberg, Program Manager

## CLINICAL RESEARCH COMMITTEE

**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 Chair holds a seat on the WGO Governing Council.

**Function:**

The Clinical Research Committee has the following functions:

- 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 and must be approved by the WGO Governing Council.
- 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 must be approved by the WGO Governing Council.
- Assist in fundraising for research-related initiatives and activities.
- Provide research advice for the Training Centers, review any research proposals and assist with their implementation.
- Identify research issues that may be incorporated in the Train the Trainers workshops and assist in their development.
- Review legal implications of clinical research projects and activities as these may be endorsed or participated in by WGO and resolution of these issues.
- Provide expertise and advice on clinical research topics and activities.
- 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 WGO Secretariat.)
- Meet in-person annually. The committee shall also meet by teleconference at least quarterly.

**Composition:**

The Clinical Research Committee consists of a Chair and additional members appointed in accordance with the process prescribed by the WGO Statutes and Bylaws.

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

**Staff Liaison:** Zach Blevins, Communications and Development Manager



## GLOBAL GUIDELINES COMMITTEE

### 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 international 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 Chair holds a seat on the WGO Governing Council.

### Function:

The Guidelines Committee:

- Creates new and updates existing Guidelines and Cascades through the establishment of specialist review teams for each one produced.
- 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.
- Assists in the submission and review of Guidelines and Cascades to the Journal of Clinical Gastroenterology (JCG).
- Coordinates related programs and initiatives.
- Ensures translation of the guidelines and cascades in major world languages, including, but not limited to English, French, Mandarin Chinese, Portuguese, Russian and Spanish.
- Responds to questions relating specifically to WGO Guidelines and Cascades received via the WGO website Guidelines Contact Form.
- 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 by the Secretariat).
- Meet in-person annually. The committee shall also meet by teleconference at least quarterly.

### Composition:

The committee consists of a Chair and additional members appointed in accordance with the process prescribed by the WGO Statutes and Bylaws.

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

**Staff Liaison:** Jim Melberg, Program Manager

## PUBLICATIONS COMMITTEE

### 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 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.



**Function:**

**Journal of Clinical Gastroenterology (JCG)**

- Manage the relationship between WGO and the *Journal of Clinical Gastroenterology* (JCG).
- Conduct annual review of the JCG/WGO contractual relationship and report findings and recommendations to the WGO Governing Council.
- Actively solicit scientific content and WGO review articles for publication in the JCG.
- Liaise with the Guidelines Committee regarding the publication of WGO Guidelines in the JCG.
- Oversee the development and publication of organizational news in the pages allotted to the WGO for general material contributions.
- 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. The 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.
- Summarize and report readership and other key statistics.
- 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 Newsletter**

- a. e-WGN Quarterly Newsletter:
  - i. Oversee the development of content, soliciting and/or making suggestions for articles and other materials for inclusion in the publication.
  - ii. Monitor performance of the publication.
  - iii. Identify ways to promote.

**Note:** e-WGN Co-Editors retain final responsibility for editorial policy and decisions specific to this 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:**

- Participate in negotiations of publication and website-related contracts.
- Recommend publication and website-related policies.
- Manage all other publications-related contractual relationships established by the WGO Governing Council and regularly to the leadership regarding their performance and feasibility.
- 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.
- Monitor and report readership and user satisfaction with the WGO publications and website.
- 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 WGO Secretariat.)
- Meet in-person annually. The committee shall also meet by teleconference at least quarterly.

**Composition:**

The Publications Committee consists of a Chair, 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 Bylaws.



In addition, the Publications Committee Chair 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 a maximum of two, (2) year terms unless otherwise prescribed by the WGO Statutes and By-laws or organizational policies and procedures.

**Staff Liaisons:** Zach Blevins, Communications and Development Manager

## e-WGN EDITORIAL BOARD

### **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.

### **Function:**

The Editorial Board has the following functions:

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

### **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 Bylaws.

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

**Staff Liaison:** Megan Uhlenhake, Program Manager

## FOUNDATION COMMITTEE

### **Description:**

The WGO Foundation Committees purpose is to raise financial support to develop and sustain WGO's global training and education programs, especially in developing low-resource countries.

### **Function:**

The Foundation Committee and its members have the following functions:

- To learn and understand the WGO's mission, goals, and governance and remain informed about changes and progress in these areas
- To serve as ambassadors for WGO and the gastroenterology community
- To be actively engage in fundraising through personal relationships, correspondence, telephone, and personal visits
- To raise financial support for WGO's programs and activities
- To raise financial support for and oversee the World Digestive Health Day annual activities



### **Composition:**

The Foundation Committee is chaired by the President-Elect and additional members appointed in accordance with the process prescribed by the WGO Statutes and Bylaws.

The Foundation Committee meets quarterly by videoconference and in-person yearly.

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

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

## **YOUNG MEMBERS COMMITTEE**

### **Description:**

The primary aims of the WGO Young Members Committee is to bring together a committee of young Gastroenterologists, Hepatologists and Endoscopists from different fields of expertise, who will work together with WGO to identify and manage the key issues affecting the specialty. The focus of the committee will be on advancing international collaboration amongst young Gastroenterologists, Hepatologists and Endoscopists in education, research and training. The Young Members Committee will aim to regularly submit topics of interest for consideration to WGO for World Congresses and interim meetings.

The future of the specialty of Gastroenterology is a key point for WGO. We want to encourage and support the next generation of GI specialists in their professional careers and we look forward for those individuals, who have the passion and ability to contribute to the ongoing work of WGO, to become its future leaders. The Chair holds a seat on the WGO Governing Council.

### **Function:**

The Young Members Committee has the following functions:

- Identify and develop projects aimed to produce outcomes relevant to the WGO mission while also offering young members the opportunity to do meaningful work for the organization. Participation in projects will allow individuals to gain insight into the needs of WGO while also providing a first step in leadership development and cultivation. All projects must demonstrate that they are fully funded to be considered followed by approval from the WGO Governing Council.
- Assist in fundraising for project-related initiatives and activities.
- Identify topics that may be incorporated in the Train the Trainers workshops, congresses and other programs and assist in their development.
- Provide expertise and advice on topics and activities.
- 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 WGO Secretariat.)
- Meet in-person annually at WGO meetings. The committee shall also meet by teleconference quarterly.

### **Composition:**

The committee consists of a Chair and additional members appointed in accordance with the process prescribed by the WGO Statutes and Bylaws.

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

**Staff Liaison:** Megan Uhlenhake, Program Manager



## OVERVIEW OF WGO INTEREST GROUPS

### 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.

### 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 by the WGO Secretariat.)

### Composition:

WGO currently convenes two Interest Groups:

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

Each group is comprised of a Chair (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

### Description:

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

### Function:

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

- Develop an endoscopy and related procedures program and presence within the existing structure and programs of WGO.
- Develop a strong presence at the WGO Training Centers and develop a regionally-relevant curriculum in endoscopy and related procedures.
- Assure Training Centers practice endoscopy and related procedures safely, particularly as reprocessing of endoscopes is concerned.
- Provide input in content for endoscopic and other related procedures educational efforts undertaken by WGO or in collaboration with other organizations.
- Liaise with WGO Training Centers to identify equipment and accessory needs.
- 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.
- Identify donors and determine appropriate donation for selected Training Centers and GI units.
- Coordinate contact between donors and recipients so that they may directly coordinate with one another delivery and installation of equipment.
- Solicit and encourage the involvement and assistance of WGO Member Societies.
- Provide outcomes assessment on the use and impact of the donated equipment.



- Ensure that necessary WGO-mandated documentation pertaining to the donation of equipment is fully executed and placed on file with the WGO Secretariat.
- Contribute to the program of the World Congress of Gastroenterology.
- 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 WGO Secretariat).
- Meet in-person annually. The committee shall also meet by teleconference at least quarterly.

#### **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 a maximum of two, (2) year terms unless otherwise prescribed by the WGO Statutes and By-laws or organizational policies and procedures.

**Staff Liaison:** Megan Uhlenhake, Program Manager

## HEPATOLOGY INTEREST GROUP

#### **Description**

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

#### **Function**

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

- Develop a hepatology program and presence within the existing structure and programs of WGO.
- Develop a strong presence at the WGO Training Centers and develop a regionally-relevant curriculum in hepatology.
- Develop ways to put the spotlight on liver diseases globally.
- Address the problems of education and training in the recognition and treatment of liver diseases on a worldwide basis.
- Provide input in content for hepatology-based educational efforts undertaken by WGO or in collaboration with other organizations.
- Contribute to the program of the World Congress of Gastroenterology.
- 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 WGO Secretariat.)
- Meet in-person annually. The committee shall also meet by teleconference at least quarterly.

#### **Composition**

The interest group is comprised of a Chair (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 a maximum of two, (2) year terms unless otherwise prescribed by the WGO Statutes and Bylaws or organizational policies and procedures.

**Staff Liaison:** Zach Blevins, Communications and Development Manager