



ICS Education Committee Terms of Reference

1. PURPOSE & FUNCTION:

The ICS Education Committee oversees all educational activities and online educational content within the ICS according to the SOPs and the ICS Content SiteMap. This includes:

- Selecting courses and workshops at ICS Annual Scientific Meetings. To review applications and make recommendations for inclusion of workshops at the Annual Scientific Meeting as well as any ICS add-on courses or guest lectures external to the ASM.
- Facilitating the development of educational materials and e-learning according to the SOPs and in the broader view of the ICS curriculum. Ensuring the educational quality of all activities in accordance with the SOPs.
- Approving stand-alone and add-on ICS Educational Courses including funding allocation for travel and deciding whether lectures should be live, hybrid or virtual. Allocate funding as necessary.
- Ensure there is funding allocated as necessary to enable filming of ICS content, webinars, lectures, etc. conducted at ICS office and other venues during conferences.
- Ensure all online content is up to date and posted on the relevant Institute page (s). Review ICS TV, webinars and lectures on line each year to ensure content is still relevant and safe. Creating relevant faculty development activities within the ICS.
- Promotion of the Mentoring program with periodic review of active mentor lists
- Educational Quality: To recommend methods by which the quality of education and its delivery can be maximised within all educational activities of the ICS. The committee shall also be responsible for making recommendations to the Board regarding the periodic evaluation and review of all such activities in line with the society's strategic direction. Examples include growth of online education, learner assessment, faculty database, and workshop review.
- ICS Faculty development: To produce and/ or recommend relevant courses for the development of ICS Faculty in all relevant ICS activities. Examples include the Mentor programme and the Faculty Development Videos.
- Early Career Education: formulate curricula for early career education in all areas of ICS focus, and maintain the Early Career Microsite by curating content.
- Suggest and consider income-generating educational programmes, for example Cadaver courses, Regional Courses, Patient Facing fee-per-click Viewing, and designating Industry-Sponsored Education within a clearly marked area of the website.
- Inter-Committee Collaboration: To identify opportunities and facilitate online education or workshops in conjunction with other committees and the Institutes.

The role of the Education Committee with respect to *specific types of content* is outlined in the SOPs for ICS Content. The Education Committee **does not** oversee:

- a. Abstract selection
- b. State of the Art (SOA) and Roundtables at the Annual Meeting
- c. Standardisation Documents
- d. White papers



- e. Interviews and News
- f. Books
- g. Guidelines
- h. Patient Educational Material

The Committee is responsible to the ICS Board of Trustees, to which it makes an annual report and submits an annual budget request.

2. RESPONSIBLE TO:

ICS Board of Trustees

3. COMPOSITION:

Total Members	Method of Appointment	Name	Term of Office
Chair:	<p>Elected.</p> <p>A member must sign his/her agreement to stand. This nomination is signed by nominator and seconder, all being current ICS members. The nominee for Chair would be a current or recent member (past 5 years) of the Education Committee. If no one is nominated the ICS Nominations committee may suggest a suitable candidate. Nominations received by 1st March for current members all other applications by 1st April. Voting regulations as stated.</p>	<p>See Appendix A</p>	<p>Term of office: 3 years, renewable once by Chair/committee approval by formal election. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees.</p>
Membership	<p>All members of ICS committees must be active ICS members (paid for current membership year) (Bylaw 2.3.2)</p> <p>The optimum representation is 8 Committee members (excluding the committee chair) formed preferably from the following:</p> <ul style="list-style-type: none"> 2 Urologists 2 Urogynecologists 1 Non- surgical clinical representative or Colorectal MD 1 Nursing representative (in conjunction with the nurse committee chair) 1 Physiotherapist (in conjunction with the physiotherapy committee chair) 1 Non-Clinical Scientist 1 early career representative which can be a junior or senior position 1 of the above 8 members should be an additional early career representative 1 of the above 8 members would be the online education coordinator. <p>The committee will have a maximum of 10 people.</p>		<p>3 years, renewable once by Chair/committee approval. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees.</p>

General Secretary	Ex officio	See Membership Page	2 years
Board of Trustee Liaison	Ex officio		3 years
Scientific Chair	Ex officio		
Ethics Representative	1 rep from the Ethics Committee will be Ex officio member of the committee		

4. ROLE OF THE CHAIRMAN

The Chairman of the Education Committee of the ICS is responsible for

- The coordination of the activities of the Education Committee.
- Ensuring that the activities of the committee are in accordance with current ICS strategy.
- Preparation of an interim (half year) and final annual report for the Board of Trustees and for the Annual General Meeting.
- Liaison with the Scientific Committee Chairman and the permanent congress company regarding the balance of the ICS Educational courses and workshops at the ASM and the State of the Art Lectures to be delivered at the ASM.
- Ensuring that ICS Faculty adhere to the relevant ICS Faculty etiquette and have conformed to relevant faculty development requirements as and when they arise.
- Is an Ex officio member of the Scientific Committee
- Organising bi-annual meetings and PRN monthly meetings of education committee and planning agenda with ICS office staff

5. ROLE OF THE COMMITTEE

Educational Courses and Workshops

The committee, in accordance with ICS strategy set by the Board of Trustees, functions to:

- Establish links with relevant professional societies, universities and post - secondary educational institutions in countries underserved by the ICS in order to deliver high quality, multi-professional educational activities as add- on courses to relevant affiliate societies international meetings. (See documents: ICS course standard operating protocol and “Guidelines for Educational Courses and Workshops”)
- Canvass for and arrange ICS sponsored lectures at such meetings.
- Facilitate reciprocal sessions with allied organizations (e.g. IUGA, EAU, AUA, ASCRS, SPR) in conjunction with Board Strategy.
- Advise ICS Speakers on the Existence of ICS Modules in Accordance with the ICS Content Map as Modules become available. Relay feedback on outdated material to Committees and Institute Directors over the years.
- Suggest recommendations for the core curriculum of ICS Educational courses to be delivered at the ASM in line with Committee and Institute Educational Initiatives
- Commission relevant courses and workshops in response to requests from the membership or following advice from the Committees and Institute Directors or colleagues regarding novel areas of research.



- Select, based upon merit and quality as well as region and speaker rotation, workshops for delivery at the annual scientific meeting of the ICS following the application and bidding process. Ex officio members may comment but not score workshops.

Online Education

The appointed online education coordinator and the Education Committee shall, in accordance with ICS strategy set by the Board of Trustees, function to:

- Be the point of contact for the ICS Office to ensure Online content and ICS scientific/educational publications are placed on the relevant parts of the ICS website – specifically the Institute, ICS TV, early careers and relevant committee pages.
- Promote the Standard Operating Procedures (SOPs) for proposal of online educational content and require adherence to procedure.
- Make recommendations for the further development of e-learning courses relevant to the membership of the ICS, specifically targets for studio-quality filming.
- Liaise among Education Committee, IT, all relevant ICS committees regarding the Online Educational components of their educational output to ensure adherence to ICS standards of technical quality, delivery and evaluation.
- Liaise with the IT Director in the presentation, maintenance and development of online educational materials.
- Annually survey existing online education for quality assurance.

Early Career Professionals

The appointed Early Career Professional shall, in accordance with ICS strategy set by the Board of Trustees, function to:

- Coordinate the Early Career session(s) for the annual meeting
- Target new early career professional members and annual meeting delegates across professions
- In conjunction with the online education coordinator, make recommendations to the Education Committee for online education content targeting early career professionals.

Educational Quality

The committee will, in accordance with ICS strategy set by the Board of Trustees:

- Review the educational content and quality of the ASM in the light of pedagogical educational theory and method, and suggest change if needed.
- Make recommendations regarding joint educational ventures (with other societies or authoritative bodies) relevant to the audience of ICS with the aim of maximizing the educational value of the meeting.
- Maintain and improve the educational quality of ICS educational activities and the scientific content of the annual scientific meeting through innovative recommendations as well as fostering the success of the Scientific Chairs, Committee Members, and actively involved membership.
- Coordinate and organize ICS faculty development activities such as teaching skills, running courses, chairmanship skills, effective PowerPoint, etc.
- Ensure the ICS faculty database is up to date, and improving accessibility via maintenance of a user-friendly database.



- Liaise with relevant ICS Committees to ensure that educational activities are evaluable and evaluated in accordance with prevailing educational theory
- Liaise with the Scientific Committee with regards to developing the delivery of scientific presentations and content evaluation at the annual scientific meeting.

6. MEETINGS:

The entire committee will meet biannually face-to-face (required): once during the Annual Scientific Meeting and once in January or February. Quarterly recommended attendance teleconferences are arranged to consider the courses/guest lecture applications. Other deliberations will be held by email or optional monthly teleconferences. . All meetings are expected of active Committee Members and absence is considered to be by exception not convenience. Professional courtesy obligates recusing oneself from the Committee if attendance is not achieved for two meetings in a row.

7. QUORUM:

One third of committee membership plus one. For example, a committee of ten will have a quorum of four members. Quorum of sub-committees will be 50% of the membership. Chair shall have a casting vote in the event of tied vote. Ex-officio members are not considered voting members.

8. MINUTES:

Minutes are recorded at each meeting and posted on the ICS website in accordance the Bylaws. It is expected members will read and comment with at least "Agreed".

9. REPORTING & ROLES:

The Chair of the Education Committee is required to prepare an annual report to the Board of Trustees. The Chair is also required to be present at the Annual General Meeting should the membership have any questions over Committee activities.

For Terms of Office Information please see [Membership Page](#)

10. FOR REFERENCE, ALL SOPs can be found here

[https://www.ics.org/education/icsstandardoperatingprocedures:](https://www.ics.org/education/icsstandardoperatingprocedures)