

## Policy and Procedure

Section <b>VOLUNTEER GROUPS</b>
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<b>SPECIAL INTEREST GROUP (SIG) ROLE DESCRIPTION</b>
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### **POLICY**

The overall purpose of AAACN Special Interest Groups (SIG) is to provide opportunities for members to share interest in a specific practice area or subspecialty of ambulatory care nursing. SIGs will function as a networking structure to facilitate communication about the practice area. Each SIG will define the level of interaction that can be supported by the members of the group.

### **OBJECTIVES:**

1. Support the mission and strategic plan of AAACN.
2. Promote and facilitate communication and a sense of community among AAACN members with specific interests using AAACN education/communication vehicles to share content and expertise.
3. Increase member engagement and satisfaction within the professional community; enhance visibility of AAACN.

### **MEMBERS:**

All AAACN members, except Corporate Members, can belong to a SIG(s) by specifying their special interest(s) at the time they join or renew their membership in the association. SIG members are eligible to participate on the SIG(s) online Connected Community and in SIG projects and initiatives. Members can change SIG membership any time using their online account or by contacting the AAACN National Office.

### **LEADERSHIP STRUCTURE:**

SIG leadership will consist of a Chair, Chair-Elect, and Past Chair who will coordinate the communication and activities of the SIG. The Chair-Elect (or chair as situation requires) is recommended by the Board Liaison and approved by the President for a 3-year term. The president then extends the offer to the Chair-Elect candidate. The overall leadership structure of the SIG is intended to be simple, to facilitate SIG continuity and community.

### **CHAIR RESPONSIBILITIES:**

The first year is served as Chair-Elect, the second as Chair, and the third as Past Chair. Responsibilities include the following:

1. Establish SIG annual plan, organize and coordinate SIG activities, and evaluate performance/participation (see Measuring SIG Success).
2. Welcome and orient new members to the SIG.

3. Communicate regularly with SIG members via Connected Community. This includes:
  - a. Make regular posts in the Community to engage and share with SIG members.
  - b. Ensure that Discussion Post topics are monitored and responded to as needed.
  - c. Identify hot issues or themes and assess the need for further discussion through a call or at the Annual Conference. Confer with Board Liaison accordingly.
  - d. Alert Board Liaison of inappropriate posts or conflicts.
4. Communicate with SIG members as needed through other existing communication vehicles (e.g., website, enews, *ViewPoint*).
5. Orient Chair-Elect.
6. Update SIG web page using the online SIG web update form.
7. Coordinate SIG activities at the Annual Conference.
  - a. Organize the SIG session at the Annual Conference to ensure the session meets the needs of the SIG.
  - b. Facilitate other Conference activities including:
    - i. Represent the SIG at AAACN 101 to answer attendee questions and recruit members to the SIG.
    - ii. Provide a SIG representative at the SIG Exhibit Hall booth during all exhibit times.
    - iii. If desired, may develop SIG brochure copy for Annual Conference (coordinate printing with National Office).
8. Identify any budgetary or service needs and coordinate request with the assigned Board Liaison.
9. Collaborate as needed with Board Liaison and submit board reports in a timely manner.
10. At the close of the Annual Conference, Chair will immediately transition to the position of Past Chair for one year.
11. May coordinate conference calls and distribute agendas prior to each call, if desired.
12. May lead and facilitate special projects (e.g. toolkits, guides, surveys, membership maps, etc.), if desired.

### **CHAIR-ELECT RESPONSIBILITIES:**

Chair-Elect responsibilities include the following:

1. Prepare to serve as Chair the following year.
2. Assist the Chair with above activities.
3. Record minutes as necessary.
4. Communicate regularly with SIG members through Connected Community, as directed by the Chair.
5. Coordinate functions of the SIG upon request of Chair.
6. At the close of the Annual Conference, Chair-Elect will immediately transition to the position of Chair for one year.

### **PAST CHAIR RESPONSIBILITIES:**

Past Chair responsibilities include the following:

1. Communicate regularly with SIG members through Connected Community, as directed by the Chair.
2. Coordinate functions of the SIG upon request of Chair.
3. Assist in orienting the Chair-Elect.

**BOARD LIAISON:**

The Board Liaison is an appointed member of the Board of Directors. Responsibilities include:

1. Facilitate SIG success by providing consultation and support to SIG Chair, Chair-Elect, and Past Chair.
2. Communicate relevant information from the Board to the SIG.
3. Communicate relevant SIG activity, interests, and needs to the Board.

**MEASURING SIG SUCCESS:**

SIG success will be determined by the following:

1. Maintenance of a core group of members to conduct the work of the SIG.
2. Evidence of regular communication with SIG members through SIG Community and other vehicles.
3. Representation of the SIG through *ViewPoint*, Annual Conference activities, or other venues.
4. Evaluation of progress toward meeting activities of the annual plan.

**CRITERIA AND PROCEDURE FOR ESTABLISHING A NEW SIG:**

The following criteria are provided to establish a new SIG.

1. A core group of AAACN members interested in a focused area of ambulatory care nursing. These will include: members willing to serve as Chair and Chair-Elect; 3-4 additional committed members to participate in the SIG, and known interest among 5-10 additional AAACN members.
2. The SIG's chosen focus area should not duplicate the scope of another SIG's work.
3. Identification of potential new SIGs will occur through discussion with the Director of Association Services who will forward request to the Board of Directors for discussion and decision.
4. Upon approval of a new SIG, the President will appoint a Board Liaison.
5. The Board Liaison is responsible for assisting the SIG to define its work (Charter not required).