Leadership Handbook
for Special Interest Groups
Academic Pediatric Association

Updated June 2019

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Overview of APA Special Interest Groups

APA Special Interest Groups (SIGs) were instituted to provide a forum for interested members of the APA to network and collaborate in a particular area of pediatrics. The APA Board of Directors provides an operational template for the SIGs. The SIGs provide a valuable venue for our membership to network with other colleagues with similar interests, to provide a forum to discuss issues concerning relevant topics to the SIGs, and work towards goals that will benefit the membership of the APA at large. Some of the outcomes of the SIGs have included annual innovative meetings, invited speakers at the national PAS meeting, development of research awards, topic specific manuals, collaborative research projects and policy statements, and the birth of APA research networks and core professional development programs. SIGs also provide a great setting for junior faculty and trainees to network with more senior individuals with similar interests. Aligned with the APAs strategic goal of nurturing the career development of faculty, we believe that every APA member should stay engaged with at least one SIG or committee of his or her interest.

Over the years a very diverse set of SIGs has been established in a variety of disciplines. Their structure varies from a large yet cohesive group of individuals focused on curriculum development, program enhancement and research initiatives to the smaller group that facilitates more informal networking opportunities at the annual meeting. The APA Board of Directors is supportive of each of the individual SIGs, acknowledging that each SIG's continuing success is fueled by the contributions of its individual members.

Oversight and Support of APA SIGs

The President Elect is the member of the APA Board of Directors who provides oversight and support to the leadership of each SIG.

The **SIG Review Board** currently includes the following APA Board members: The President Elect, Secretary, and Chair of Membership, Diversity and Inclusion. The primary role of the SIG review board is to determine administrative and policy issues related to SIGs.

Individual SIGs are led by one or more **SIG chair(s)** selected by SIG members.

The **SIG Steering Committee** is led by the President Elect of the APA. Members are SIG Chairs who volunteer to participate in quarterly conference calls to discuss SIG leadership related topics. New members are solicited yearly in June. Any interested SIG chairs should simply email their interest.

Administrative support: Staff within the APA Office provide administrative support to individual SIGs and collect information from SIG chairs for PAS planning. Currently Laura Turner (laurat@academicpeds.org) is the primary contact for SIGs. If you need to contact the central APA office here is the email (info@academicpeds.org)

The Association will provide an **annual stipend** not to exceed $500 to each individual SIG to support reasonable SIG activities. This funding can be used for the creation of educational materials/supplies needed for the SIG meeting, to pay for a speaker or a poster that is produced by SIG members, or for plaques, etc. It can be used for nutritional needs during the meeting if this is in compliance with hotel or convention center regulations. It can be used for food at an offsite networking event. All SIG-generated bills must be submitted to the APA National Office for payment. Questions regarding this funding can be directed to Laura Turner. We recommend contacting her if you are unsure whether a specific item can be covered with SIG funds. Unused funds do not carry over from one year to the next. Unusual planned expenses over the $500 stipend may be submitted to the Board for special consideration. These require pre-approval by the Board.

The Association will provide the customary audio-visual support for SIG meetings at the annual PAS meeting. This does not include internet service.

APA Organizational Chart
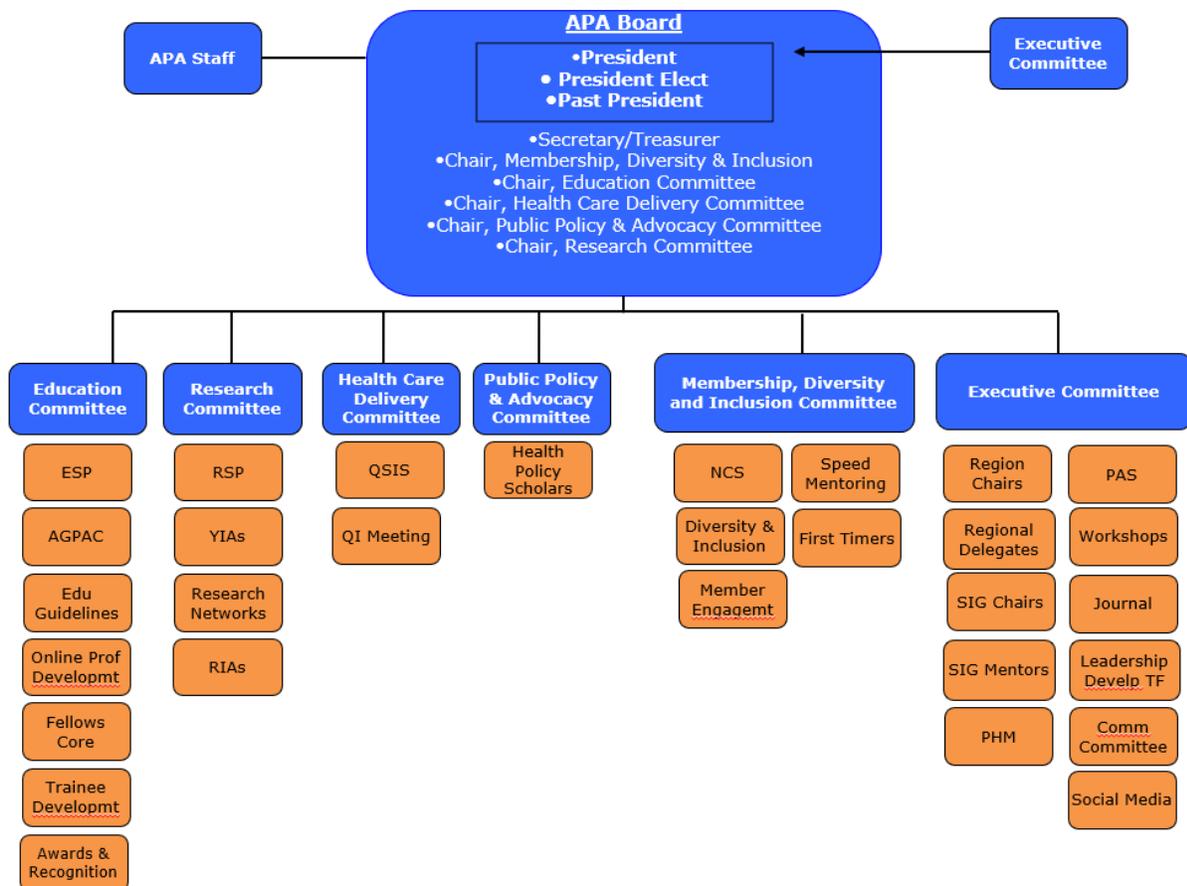
SIG Engagement with the APA board

SIGs have engaged with varying parts of the APA leadership. Below are some examples:

- SIGs often submit workshops ideas for presentation at PAS
- APA committee chairs (Research, Education, Health Care Delivery, and Public Policy) welcome SIG Chairs coming to them to discuss shared interests.

Guidelines for SIGs

General Guidelines

A.   SIG membership is open to all APA members.

    1. Each SIG shall have <u>at least 1 chair</u>. SIG Chair terms will be limited to 2 consecutive 3-year terms.
    2. The members of the individual SIG will determine the manner of selection.

B.   The SIG Chair or co-chairs are responsible for:

1. Developing the SIG agenda for the annual PAS meeting
   4. Each SIG must combine with another SIG 1 out of every 3 years
   5. Submit a PAS program 2 our of every 3 years
   6. SIGs may be disbanded is they have low PAS attendance and are not networking throughout the year
   7. NEW this year:
      i. There are stricter PAS deadlines which can be found here: https://2020.pas-meeting.org/program-2/#workshops
      ii. The submission process will be the same as workshops (program cannot be changed much after submission except for speaker changes)
      iii. Programming will be reviewed by the President-Elect
      iv. We will only have 32 spots for SIGs at PAS

2. Coordinating correspondence among its members (list-serv, wikis, learning platforms, e-libraries, etc)

3. Attending the SIG Chairs luncheon at the annual PAS meeting to facilitate communication between the APA Board of Directors and the SIG membership

4. Evaluating the activities of the SIG annually using the evaluation in the app

5. Submitting a SIG annual report after each PAS meeting. SIGs will be submitting this report once a year and blog posts for the new APA website.

6. **Submitting the SIG PAS programming each fall**

   - SIG Chairs receive a call for these submissions in an email from the APA Office
   - Content from the submissions will be used to update the SIG webpage, so that it is updated at least twice yearly
   - The updates will also populate other APA communications (newsletters, social media)
   - For PAS meeting planning purposes, it is important to note that workshops and SIGs may compete for space. SIGs are always given an opportunity to meet provided they meet the minimal criteria of activity. **We encourage SIGs to meet jointly with another related SIG**. Such joint meetings enhance member engagement and generate new collaborative projects.

7. The **SIG annual report** is required and is due to the President elect by June 30 of each year, for review by the SIG Review Board. The report should contain the following:

   i. Description/agenda of the PAS SIG meeting held

   ii. Number of participants at the meeting (on list, identify APA members)

   iii. Evaluation of annual SIG meeting and other SIG activities by members

   iv. Description of additional SIG meetings with information including items a-c.
   v. Accomplishments of the SIG from the previous year. Possibilities include:

      a) SIG sponsored workshop(s)

      b) SIG sponsored abstract(s)

      c) SIG sponsored manuscript(s)

      d) SIG sponsored documents- clinical practice guidelines, directories, content specific manuals

e) Documentation of how SIG funds were utilized

Failure to submit a required annual report within the specified timeframe may result in the SIG chair being asked to step down

8. SIG Chairs may be asked to participate in other Association activities, as needed, i.e., abstract and workshop review for the annual meeting.

C. Planning for your succession

1. Have a process for identification of your replacement
2. Train your replacement as needed, ideally with lead-in time
3. APA staff members will track leadership terms and send reminders of terms that are due to be completed
4. SIG chairs are responsible for communicating changes in leadership to the APA office
5. The **SIG Chair Fact Sheet** can be shared with potential candidates to let them know a little about being a SIG chair (see end of handbook)
6. Staggered SIG Chair terms is preferred in order to ensure continuity during transition times
7. SIGs use varying leadership structures to ensure appropriate leadership and succession

Outside funding

• Solicitation of outside funding to support SIG activities requires approval by the Board of Directors. All monies raised by the SIG will be submitted to the APA National Office for crediting to their appropriate account. If a SIG receives a targeted donation, funding use must follow the APA policy on targeted donations: https://www.academicpeds.org/members/WebPoliciesandProcedures/APA_Targeted_Donations.pdf

Communications

1. Listserv – Every SIG has a listserv. This listserv contains emails of APA members who have indicated interest in being a member of the SIG. APA members indicate this with annual dues payment or upon becoming a member. APA members can join a SIG at any time by indicating their interest to SIG Chairs or the APA office. APA Staff are responsible for keeping SIG rosters and listserv up to date.

Note that some SIGs have a column on their PAS sign in sheet asking people if they are interested in being members of the SIG. The emails of those checking this column will be added to the listserv by APA staff if the person is an APA

member and if the list is shared with APA staff after the annual meeting.

2. Webpages – Your SIG webpage is a great way to share with the entire APA membership activities or information related to your SIG. Each SIG should submit its annual report and planned PAS program so that staff members can keep up to date information on the SIG webpage.

Guidelines for SIG Mergers

If the SIG does not meet the following minimal criteria, they will be asked to merge with another SIG or disband.

- Does not combine with another SIG 1 out of every 3 years at PAS (this requirement only applies to SIGs who historically have less than 30 attendees at PAS)
- Does not submit a PAS program 2 out of every 3 years
- If the SIG has low PAS attendance and are not networking throughout the year
- SIG does not provide the annual report or PAS programming submission in a timely manner

Guidelines for initiation of a new SIG

The APA regularly receives requests from groups who desire to establish a new SIG. It is important to have criteria in place for the establishment and maintenance of each SIG. This will help ensure the long lasting viability of the SIG, minimize redundancy between SIGs and prioritize resources related to our SIG structure.

A proposal to initiate a new SIG must be submitted to the President Elect for approval. This proposal should include the below information:

1. Name of the SIG
2. List explicit goals of the SIG
3. An explanation of why the SIG is important and in what ways it will benefit the membership of the APA
4. A list of names and signatures of a minimum of 20 APA members who would join
5. The name(s) of the SIG Chair (and/or Co-Chair)

The APA SIG Review Board will discuss the application for a new SIG, and vote on the application.

Procedure for SIG Name Change

Because special interest groups represent the interests of a group of APA members, SIG chairs should seek member input before requesting to change their SIG's name. If a SIG wishes to change its name, the chairs of that SIG should present the name change to its SIG members (e.g. via listserv and/or wiki) to request member input. This request for input can be through either a vote or through a request for comments. Based on the collective input of members, SIG chairs can present their name change request to the APA Chair of SIGs and Regions. This request should include the following:

1. Old name
2. New name
3. Reason for change
4. Short description of process for obtaining input from SIG members.

The SIG review board will review the proposal. If approved, the SIG chairs should include a brief description of the reason for the name change in the annual report or the winter update.

Guidelines for SIGs on giving awards

APA SIGs are able to give awards related to their SIG content area or activities if the following criteria are met:

- Review process for awards is fair and transparent
    - At least 3 SIG chairs/members should be on the selection panel.
    - The selection process should be documented and aim to eliminate bias.
    - The review process should be communicated to the President Elect prior to the announcement of the award and selection process.
    - Notify the President Elect of the award winners prior to notifying winners.
    - SIG's cannot award monetary awards, however, if an awardee presents at your annual SIG meeting, a travel honorarium can be considered.
    - Award should be identified as being awarded by the APA SIG involved.
    - This process must occur each year for any SIG awards so that oversight continues annually.

Selection of SIG Chairs

SIGs select SIG chairs using a variety of mechanisms. Each SIG chooses the mechanism that works best for their SIG. Examples of ways SIGs do this are listed below.

- Asking for volunteers
  - Email to list serv
  - Announcing opportunity at PAS
- SIG chair "tapping" of the next leader
- Voting
- Application – biosketch, paragraph of interest

Planning for your SIG annual meeting at PAS

A major responsibility for each SIG chair is to plan their annual SIG meeting held each year at PAS. The below was created to give SIG chairs an overview of what to expect when planning this meeting.

It is important to note that APA staff work hard with SIG Chairs and PAS staff each year to make SIG meetings as successful as possible. Because PAS is a collaborative meeting of numerous national organizations, sometimes logistical changes are made to your SIG session by the PAS office. SIG chairs should understand that the APA Office works hard to limit these changes, but that your flexibility and understanding in these situations is important.

Timeline

Early Summer	Review feedback from prior PAS SIG session
Summer Brainstorm	Start brainstorming your PAS session for the following year. Perhaps elicit ideas from your members. SIG Chairs will receive an email from the APA office, asking if they wish to be or are willing to have a combined meeting with another SIG. We strongly encourage this and it is a requirement for SIGs to do at least 1 out of every 3 years for those that historically have less than 30 attendees. A SIG with less activity, members or that had lower attendance at the past few meetings, may not be given room to meet at the PAS meeting. (The APA Office does their best to avoid this outcome)
Early August (Due Early October) A/V Room Set Description	You will receive a call to submit SIG descriptions/agenda and AV needs via the submission site due by early October. Any speakers/presenters that you have should be submitted as well (name and email addresses), you will identify tracks that will be included in the PAS program, so that your SIG will be identified on appropriate tracks. All approved SIG sessions will be allotted a 2 hour time slot for your programming. **Room Set & Size:** All rooms will be set in banquet style seating (round tables with 8-10 chairs per table) except for SIGs that typically have 100+ attendees.

Those SIG sessions may be set for theater seating. All rooms will be set at max capacity for the specific room size. Room sets CANNOT be changed, neither prior to the meeting or onsite.

The PAS office handles/assigns all meeting space; therefore, we do our best to try and determine what SIGs we should request have larger rooms. Past years attendance is analyzed and taken into consideration prior to us submitting these requests to the PAS office. Outside of the past years' attendance data, it is extremely difficult to project attendee count for each SIG, for room size purposes. Every effort is made to accommodate each SIG, however, there are limitations to space. Your SIGs attendance history is kept on file at the APA office. If you would like this information, please let the APA office know.

AV (Audio Visual): The Standard AV Package includes LCD projector, screen, PC laptop (without sound connection to room speakers), and microphone(s) based on room size. Participants are required to use the PC laptop provided in the room.

Standard room set:
Small Session Room = 1 lectern mic
Medium Room = 1 lectern mic, 2 tabletop mics, 1-2 floor mics at the discretion of PAS
Large Room = 1 lectern mic, 2 table mics, 2-4 floor mics at the discretion of PAS

It would be most helpful if most, if not all, additional AV requests are submitted thru this site, so that we have them as early as possible. **Poster boards are something that MUST be requested through this site and by the deadline provided. If they are not requested at this time, they cannot be added later.**

SIG Description/Agenda: Final SIG program descriptions/agendas must be submitted by the early October deadline provided, to include speakers. Major updates/ changes to your program cannot be made after the early October deadline provided.

Speakers/Presenters: We encourage you to solicit speakers that are available over the entire PAS meeting dates block (Saturday – Tuesday) to avoid conflict and reduce the number of changes to be made once you receive your scheduled time slot. It is important that we receive as many speakers/presenters information that you intend to have as early as possible, so that they may be vetted for COI. Only the names and email addresses are required. Everyone who is participating alongside you, who are not SIG chairs, will need to be submitted.

In the event that you have invited a speaker/presenter to your session that 1) has no affiliation with the PAS meeting, 2) would not be eligible for membership in any of the sponsoring societies, 3) has no benefit or interest in attending the entire meeting, and 4) will only be attending your session, they will need to be identified. There is NO one day or guest registration, so you

	will need to submit their information in advance, along with a brief explanation as to why they should be considered for a guest badge. The process for this will be communicated within your schedule notification email. These requests will be reviewed, and decisions will be made on a case by case basis and will be limited to <u>two per SIG</u>. **Updates to SIG Programming:** You will have approximately one month from the time that your schedule notification email is sent, to submit any updates you may have. Please note, only minimal updates are allowed during this time. Edits to your entire program will not be allowed and only minimal changes should be made to your speaker/presenter list. The exact deadline and instructions will be communicated in your schedule notification email.
Early October – Late October	**SIG Review** – After the submission deadline, all SIG proposals will be provided to the APA President-Elect for review.
Early December	SIG Chairs will be sent their scheduled time slot. **Scheduling SIGs**: When scheduling SIG sessions, many factors are considered. While we realize that most SIGs would prefer to meet on the 1st or 2nd day of the meeting that cannot happen for every SIG at one meeting, so we do our best to try and shift SIGs around, so that the same SIGs are not scheduled for the same days as the year prior. We also have to keep in mind conflicts with workshops, platform sessions, leaders, chairs, etc. If you do have a conflict with the slot provided, please notify the office <u>immediately</u>, so that we may review the conflict and try to identify a possible solution.
Late October - Early January	PAS Abstract submitters are given an option to check a box if they would like to be considered by an APA SIG if not accepted for presentation at a scientific session. Only abstracts submitted through the PAS submission site can be presented during SIG meetings. This means that your SIG cannot solicit abstracts related to your SIG that have not been submitted to PAS. SIG Chairs may also feature abstracts that are accepted to PAS and are being presented in another PAS session, and/or the abstracts that are not accepted and would like to be considered for SIGs. If SIG Chairs would like to present an accepted or unaccepted abstract at their meeting, they may coordinate with the author(s) to make a presentation on the **<u>topic</u>** of the abstract. The authors of accepted abstracts are vetted at time of submission for COI. FINAL deadline to submit, change, or edit any speakers/presenters and/or make minor edits to your program. You can remove someone from your session at any time, but additions or changes will not be accepted after the date that will be provided to you.
Mid/Late February	SIG chairs will be sent accepted and unaccepted abstracts that expressed interest in being considered for a particular SIG. It is up to the SIG chairs

	what they would like to do with these. It is not necessary to use them and if there is one that interests you, you should contact the author directly. Some SIGs may receive more than others, and some may receive none. If you will be utilizing any of the abstracts provided, you will be given a deadline in which you will be instructed to confirm which abstract presenters you have confirmed and the format in which they will present. Please note, if you are inviting an accepted abstract presenter, their presentation must differ in format from what they will be presenting at the main PAS meeting (ie: if they will be doing an oral presentation at the main meeting, they can only present a poster at your session and if they are presenting a poster at the main meeting, they can only do an oral presentation at your session).
	APA staff members will update the APA homepage prior to PAS and advertise the upcoming SIG programming at the PAS meeting.
	Remind your attendees to participate in the SIG evaluation app at PAS.
Mid/Late-March	SIG chairs will receive a notification that will include a room set/AV confirmation sheet. It is extremely important that you review this notification in its entirety and the room set/AV confirmation that will be attached. The notification will have information regarding what cannot be changed or added at that point. The room set/AV confirmation will give you the location of your session, along with how the room will be set and what AV has been ordered. Once you've reviewed the notification and confirmation sheet, you will have the opportunity to contact us regarding AV additions that you would like to request. It is best to take advantage of this at this time, as additions and changes onsite may not be accommodated.
Early/Mid April	FINAL deadline for AV additions. Any additions from the confirmations that will be sent in March should be made by this time (exact deadline will be noted in the confirmation email).
Mid-April	SIG Chairs will receive electronic SIG packets to help them prepare for their meeting. This packet will be sent via email and will include the following: • List of your members w/ their emails • Copy of the SIG guidelines • Request for check form • APA PowerPoint slide to utilize during your meeting
PAS	Use a sign in sheet. This can include a column indicating interest in joining

	the SIG and whether the individual is an APA member. Announce to attendees that in order to become members of your SIG, they will need to be APA members. Encourage your attendees to complete the evaluation form for your session, available via the PAS Mobile App.
May/ June	Many SIGs submit their annual report immediately following PAS. This submission summarizes the highlights of their PAS SIG session, activities from the prior year, and how SIG funds were spent.

Failure to comply with the timeframe and submission process set forth by the PAS meeting, may result in the SIG chair being asked to step down.

Relevant links

APA Policy and Procedures
http://academicpeds.org/members/PoliciesProcedures.cfm
Guidelines on use of APA Name – Intellectual properties policy
https://www.academicpeds.org/members/WebPoliciesandProcedures/APAIntellectualProperty%2011_13.pdf

Targeted donations
http://academicpeds.org/members/WebPoliciesandProcedures/APA_Targeted_Donations.pdf

SIG Chair Fact Sheet

Expectations of SIG Chairs

- Plan and lead SIG session at annual PAS meeting
- Communicate with members via multiple methods
- Facilitate group projects
- Coordinate with outside organizations
- 3-year term (may have 2nd term)
- Timely submission of annual report including SIG activities and evaluation
- Website/wiki/listserv - update/maintenance with staff support
- Participate in APA SIG chair luncheon at PAS
- Commitment to the SIG

Skills set

- Demonstrate passion regarding topic of SIG topic expertise
- Leadership skills
- Good oral and written communication skills
- Ability to facilitate meetings with active audience participation o Ability to run a meeting efficiently
- Ability to work as a team member
- Organized
- Available by e -mail to respond to member's ideas and suggestions
- Inclusiveness, open to diversity of activities
- Familiarity with technological tools for communication with SIG, willing to network

Time Commitment

- Varies from SIG to SIG
  - o Planning for PAS meeting
  - o 1- 2 hours per month, may increase as the meeting draws near
  - o Some larger SIGs with more outside commitments, events, networks can involve up to 4 hours per mon