



## ADAA Special Interest Groups (SIGs) Guidelines

### Purpose of SIGs:

- Serve as a vibrant and inspirational forum for ADAA members with a common interest, such as a disorder, treatment, or population. SIGs encourage collaboration, communication, education, research, mentoring, and networking focused on anxiety and mood disorders, OCD, and PTSD.
- Encourage collaboration, communication, education, research, mentoring, and networking. ADAA wants to cross fertilize the knowledge gleaned from science and clinical practice and make it easy for everyone to thoughtfully evaluate any information related to the prevention, treatment and cure of anxiety and depression related disorders. ADAA values best practices and evidence-based treatment and encourages innovation in research and clinical practice.

### How to Create a SIG:

- SIGs must be approved by the Board of Directors. Members who want to start a SIG must provide a description and a scope of activities to the Executive Director who will forward the request to the Board.
- Participation in SIGs is voluntary. No payment will be made to any member for their services

### Expectations of SIGs:

- Meet and update an annual plan that highlights accomplishments and goals.
- Inspire others to join the SIG. Share the ADAA [membership benefits](#) with potential members.
- Recruit new members and maintain a core network of 15-20 members within two years.
- SIG Chairs and Co-Chairs can recruit ADAA members using ADAA's [Online Member Community](#) and the [Your Membership platform](#) are also encouraged to reach out to their professional colleagues. If non-members are interested in joining the SIG they will need to become ADAA members.
- Accept as members any ADAA member (professional or student category) who is interested in the topic and in good standing.
- ADAA members can volunteer to serve or be recruited to serve as SIG chair.
- Chairs and co-chairs must attend the Annual Conference during the year of their Chair tenure, unless there are unforeseen circumstances, such as severe illness.
- Actively share/promote ADAA's mission, annual conference, and professional webinars through social media and list serves.
- Send updates about accomplishments/initiatives/research and events for us to share with the membership. Please send to [Kesha Patel](#).

### Responsibilities of SIG members:

- May only engage in activities compatible with the goals, purposes, and practices of ADAA.
- If approved and reviewed by the Board of Directors, SIGS may develop policy or position statements. Policy or position statements must include the organization's full name and logo and must be approved by the Board of Directors in writing prior to distribution.
- Webinar topics and speaker suggestions must receive approval by the appropriate committees, such as the Professional Education or Public Education Committee.
- Proposed conference session topics must go through the regular peer-to-peer conference committee review process.
- All activities of SIGs are performed on behalf of the organization and require Board of Directors' knowledge and approval.

- Assist with writing/enhancing/updated ADAA website content. All suggested content updates for the website must be reviewed and approved by ADAA staff. Should any issues arise re. the website content, the executive committee of the board will have final decision making approval.
- Cannot obligate any funds or speak on behalf of ADAA.

### Meetings:

- SIGs will outline the best manner to complete their tasks and decide the most effective venue to move an agenda forward.
- An ADAA staff liaison will be assigned to each SIG for program support.
- SIG members will minute the meetings.
- SIGs meet virtually either monthly or quarterly or as decided by the Chair(s), Co-Chair(s) and the SIG members and in person at the annual conference Business/Program Meeting.
- Members are encouraged to propose conference symposia and workshops, topics for public or professional education webinars, or web content. As noted, above all topics and sessions go through the regular ADAA committee and or conference review process.

Many SIGs hold monthly online peer consultation groups. **The goal** is to provide a safe and confidential forum for SIG members to discuss cases, collaborate, and share resources. SIG activities are done in coordination with assigned ADAA staff. Minutes from calls and meetings should be filed with the ADAA staff liaison.

### SIG Members Must:

- Be members in good standing
- Be committed to the purpose of the SIG
- Help promote the mission of ADAA
- Be dedicated to focus on ADAA initiatives without conflicting concerns; ability to prioritize ADAA
- Be attentive to requests and meet deadlines
- Work effectively with other SIG members
- Participate on conference calls and meetings
- Have an equal vote.
- Must follow ADAA's [SIG conflict of interest policy](#) and raise any possible conflict of interest issues during SIG meetings and calls

### SIG Communications:

- No independent social media groups (i.e. via Facebook, etc.) are endorsed by ADAA for SIG communications

### Eligibility Requirements for Chairs and Co-Chairs:

- Must submit a brief (one paragraph) statement as to how their area of expertise supports the SIG and why they would like to be SIG chair or co-chair.
- The Executive Committee of the Board of Directors will approve the SIG chairs.
- The **SIG chair(s)** will serve a two- year renewable terms as determined by SIG democratic election. Terms run from April 1 to March 31 Each SIG has a maximum of two chairs and two co-chairs Must be a member in good standing throughout the term as chair or co-chair. Must attend the annual conference in the year serving as chair.



## Responsibilities of Chairs and Co-Chairs:

- Coordinate a minimum of one activity per year for SIG members (e.g. online webinar, survey, resource for the ADAA website, outreach, brochure, blog post, other)
- Plan activity/activities for the SIG at the annual conference. The proposed activity/activities must be approved by the Executive Committee of the Board.
- Help recruit other professionals to participate in the annual conference.
- Communicate with the ADAA Board Liaison, other SIGS, committees and staff
- Provide an annual summary of SIG activities/accomplishments and future goals for the Board of Directors (due by **February 28** of each year)
- Promote SIGs at the annual conference (offer sign-up sheet, networking, etc.)

## Criteria for Removal of SIG Members:

- No longer an ADAA member in good standing.
- Using materials, tools or SIG generated work/presentations for the benefit of other professional organizations without written permission from the Board of Directors.
- Obligating ADAA to financial arrangements or contracts (with a hotel, vendor, travel agency, speaker, entertainer, publisher, or other service or company) without prior written approval and agreement from the Board President.
- Using the ADAA logo or name in ads or print electronic material without permission; offering organizations, universities, businesses, or individuals partnership in activities without prior written approval from the Board President.
- Speaking on behalf of ADAA without approval from the Board President or the Executive Director.
- Lack of participation on calls, meetings, or activities.
- Not adhering to ADAA's overall mission and values.

## Dissolution of A SIG:

- The Board of Directors can at any time dissolve a SIG through a majority vote. The reasons can be manifold; such as not following the SIG policies; consistently not maintaining the minimum numbers of members; consistently not being an active SIG; lack of ADAA staffing support abilities, etc.