



## ADAA Special Interest Groups (SIGs) Guidelines 2024

### 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. All activities of SIGs are performed on behalf of the organization and require Board of Directors' knowledge and approval.
- Participation in SIGs is voluntary. No payment will be made to any member for their services.
- Cannot obligate any funds, sign contracts, or speak on behalf of ADAA.

### How to Create a SIG:

- SIGs must be approved by the ADAA Board. 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.

### Deliverables and Responsibilities of SIGs:

- SIG must meet monthly or quarterly virtually or in-person. SIG meetings consist of SIG events, SIG leadership calls, peer consultation calls, or at the annual conference.
- The SIG must develop two webinars and two-three blog posts to be featured for either the public or professional audiences per year. Topic and speaker suggestions must be reviewed and receive approval by ADAA staff and/or appropriate committee members.
- 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 are also encouraged to reach out to their professional colleagues.

### 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 member will be assigned to assist SIGs with any special requests (pulling lists of current SIG members, etc.)



### **SIG Members Must:**

- Be ADAA members in good standing.
- Be committed to the purpose of the SIG.
- Help promote the mission of ADAA.
- 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.