



SPECIAL INTEREST GROUPS (SIGS) POLICY

Definition: A special interest group (SIG) is a group of Society members who have gathered around a shared interest in a particular clinical, scientific, or educational area as it relates to delirium (e.g., Statistics, Pediatrics, Implementation/QI). Subscribers cooperate to effect or to produce solutions within a particular field. Society SIGs communicate primarily via email or Society-hosted listservs and hold meetings at the annual meeting.

Establishment: To launch a new SIG, at least ten (10) **members** of the Society will be required to officially support the application by committing to attend the next annual meeting and to be an ongoing active participant in the SIG. In rare circumstances, the Society President may waive the requirement for ten founding members when an under-represented vital group requests a new SIG. For all new SIGs, founding members will be required to acknowledge support of the formation of the SIG.

A SIG is proposed to the Governance Committee of the Society, via the Executive Director, through an online form. The request includes the area of interest and title of the SIG, the reason for establishing the SIG, and the specific request from the Society for resources (e.g., webpage, listserv, meeting time at the annual meeting). The Governance Committee reviews the application and makes a recommendation to the Society's Board of Directors, which will vote to determine whether to formally establish the group.

Duration: Each SIG is set up with an open timeframe. A SIG may officially request to disband at any time and/or the Board may choose to disband a SIG, at the recommendation of the Governance Committee, if it is not meeting its responsibilities or because of inactivity.

Activities: Each SIG chooses its own chair and rules of operation, as well as the agenda for its meetings and the content of its activities. All Society members are welcome to join individual SIGs or to attend their meetings. It is the Society's objective that a majority of SIG subscribers be Society members, while recognizing the value of welcoming interested non-members, with a view to potentially recruiting them to membership. The balance of members/non-members will be stated in each SIG's annual report to the Board.

The Society facilitates the establishment of a communication method (e.g., email, listserv) for the group, a webpage on the Society website, and meeting space during the Society's annual meeting.

Responsibilities: SIG chairs will submit annual reports and meet with the Society Secretary (or his/her designee) at the annual meeting. The Secretary will compile the reports and bring SIG updates and issues to the Board of Directors. The reports will include a synopsis of the groups' activities for the year and an update of the SIG contact information to be posted on the website. Any special requests for Society support for the upcoming year need to be submitted to the Governance Committee two months prior to the annual meeting; the Governance Committee will make recommendations to the Board, and the Board will have the authority to determine whether sufficient resources exist to approve the request. As an official component of the Society, each SIG agrees to abide by appropriate rules of conduct and not to abuse the resources provided it by the Society.

Online ADS SIG Request Form

If you are interested in forming a special interest group of a particular clinical, scientific, or educational area as it relates to delirium and which you think would be beneficial to the ADS membership, please first review the ADS Policy on SIGS, and then fill out and submit the form below.

1. SIG Chair
 - a. First name:
 - b. Last name:
 - c. Degrees:
 - d. Email:

2. SIG Vice Chair
 - a. First name:
 - b. Last name:
 - c. Degrees:
 - d. Email:

3. What's the name of your proposed new interest group?

4. ADS resources requested (check all that apply)
 - Listserv
 - Webpage
 - Meeting time at the Annual Meeting
 - Other support request – provide details:

5. Upload a single, 2-page document (Word or PDF only please) with the following:
 - a. **Page 1** – A description of the new group, which must be organized under the following three headings:
 - i. What is the purpose of this new group?
 - ii. Planned goals and activities.
 - iii. How will it benefit ADS members?

 - b. **Page 2** – A list of 10 current ADS members in support of the application. Provide first and last names, and emails of each supporting member. Include yourself at the top of the list. If there are fewer than 10 supporting ADS members, you must include an explanation why you cannot achieve 10 members.