



## ADAA Special Interest Group (SIG) Guidelines

ADAA Special Interest Groups (SIGs) provide an opportunity for ADAA members with similar professional interests to engage, share resources, and advance ADAA's mission. Groups may be created or dissolved as particular interests increase or decrease in importance to the ADAA membership. SIGs are designed to be flexible and quickly respond to new, emerging developments related to the treatment and research of anxiety, depression, and co-occurring disorders. Our SIG's support ADAA's five year strategic plan and ADAA's diversity, equity, and inclusion principles.

### Purpose of SIGS:

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, depression, and co-occurring disorders.

The goal of ADAA SIGs is to share knowledge gleaned from science and clinical practice and make it easier for members to thoughtfully evaluate any information related to the prevention, treatment, and cure of anxiety, depression, and co-occurring disorders. SIGs may bring awareness and attention to important or emerging issues. ADAA values best practices and evidence-based treatment and encourages innovation in research and clinical practice.

While ADAA will provide appropriate space for SIGs to host an annual business meeting at the Annual Conference, ADAA does not provide direct financial assistance for ADAA activities.

SIGs may not enact any exclusionary criteria for membership other than SIG members must be ADAA members in good standing. ADAA recognizes, supports, and values the inclusion of diverse groups and views in all parts of the association. ADAA recognizes the strength and improved decisions that results from participation in association programs, leadership, committees/taskforces, and staff of diverse individuals from a wide-range of organizations.

### How to Create a SIG:

Any ADAA member may propose the formation of a new SIG. New SIG proposals should be unique from other existing SIGs, demonstrate interest from a minimum of 15-20 current ADAA members (or individuals willing to join ADAA should the SIG be created), include proposed leaders.

SIGs **must** be approved by the ADAA Board of Directors. Members interested in starting a new SIG must complete a [New SIG Application Form](#) providing a description and scope of activities. Completed forms should be submitted to the ADAA Membership Department at [membership@adaa.org](mailto:membership@adaa.org).

At the creation of a new SIG, ADAA staff will publish an announcement to its members to encourage participation. New SIGs will also be afforded time and space to meet in-person at the ADAA Annual Conference.



## Expectations of SIGs:

- Maintain a minimum core of 15-20 active members.
- Actively share and promote ADAA's mission, annual conference, professional webinars, etc., through social media and other opportunities.
- SIGs will determine the best manner to complete their tasks and decide the most effective way to advance their agenda through regular contact with SIG members.
- An ADAA staff liaison will be assigned to each SIG for program support.

## Meetings

- SIGs should meet virtually – through an ADAA supplied Zoom link – either monthly or quarterly as decided by the chairs/vice chairs and the SIG members.
- SIGs should also meet in person through the Annual Conference.
- A SIG member should be designated to provide minutes from all meetings.
- Many SIGs hold monthly online peer consultation meetings. The goal of these meetings is to provide a safe and confidential forum for SIG members to discuss cases, collaborate, and share resources.

## Deliverables

- SIGs are encouraged to submit professional education webinar proposals through ADAA's webinar submissions portal. These proposals will be peer-reviewed by ADAA's Professional Education Committee.
- SIGs are encouraged to submit a proposal for public facing webinars through ADAA's Public Education Committee. ADAA staff can facilitate submitting such proposals.
- SIGs are encouraged to submit blog posts for either ADAA's public or professional audiences.
- SIGs may, if approved in writing and reviewed by the ADAA Board of Directors and ADAA Executive Director, develop policy or position statements. Note: ADAA is a non-partisan organization.
- SIGs may develop and share collaboratively written (or edited) white papers or texts.
- SIGs are required to provide an annual report of accomplishments and future goals.
- SIGs are encouraged to submit proposals for ADAA's Annual Conference on their area of focus.
- SIGs may create awards programs related to their area of focus (such as student research awards, awards of excellence, or SIG member awards) but they may not commit ADAA to providing a particular acknowledgement or prize without prior written approval through ADAA.



### *Communications*

ADAA staff may provide SIG leaders with email lists for their SIG. These lists should only be used to promote SIG activities and business.

- SIGs are encouraged to work with ADAA staff to develop appropriate resources/posts for ADAA's social media platforms. SIGs may work with ADAA staff to develop an appropriate hashtag to highlight in posts as appropriate.
- SIGs are encouraged to utilize ADAA's online members only platform to communicate with fellow SIG members and share appropriate resources.
- SIGs may host individual social media groups (e.g., Facebook) so long as at least one ADAA staff member is included in the group and all group members are current ADAA members.
- SIGs may not distribute policy statements or speak on behalf of ADAA through any communications channel without prior written approval from ADAA's Board of Directors and/or ADAA's Executive Director.

### **Eligibility Requirements and Member Responsibilities:**

Participation in ADAA SIGs is voluntary. No payment will be made to any member for their participation in or contributions to SIG activities.

#### *SIG Leadership Eligibility Requirements*

- SIG leadership can consist of Chair/Co-Chairs and Vice Chair/Vice Co-Chairs.
- All SIG leaders must submit a brief statement including a description of their background and qualifications and why they would like to be appointed to a leadership position. This statement should be submitted to ADAA's Membership Department at [membership@adaa.org](mailto:membership@adaa.org).
- SIG leaders must be approved by the Executive Committee of the Board of Directors.
- SIG leaders will serve a two-year renewable term as determined by SIG elections. Terms run from April 1 to March 31.
- Each SIG may have up to 2 Co-Chairs and 2 Vice Co-Chairs.
- SIG leaders are expected to communicate as necessary with their Board of Directors liaison to provide updated information.

#### *SIG Leadership Responsibilities*

- Enforce all SIG policies including ensuring that SIG members are active ADAA members.
- Attend ADAA Annual Conference, and assist with SIG activities at the conference, in the year(s) they serve in leadership.
- Provide an annual summary of SIG activities/accomplishments and future goals. These summaries are due by **February 28** each year and should be submitted to ADAA's Membership Department at [membership@adaa.org](mailto:membership@adaa.org). Summaries will be published on the SIG's webpage.



- Coordinate a minimum of one activity per year for SIG members (e.g., webinar, survey, compilation of additional resources for ADAA's website, blog post, social media content, white paper, etc.)
- Plan and participate in one activity for the SIG at the Annual Conference. If the proposed activity is something other than a traditional in-person SIG meeting or if the proposed activity requires committing ADAA staff or resources, the activity **must be** approved by the Executive Committee of the Board in advance. Such requests should be submitted no later than **January 15** to ADAA's Membership Department at [membership@adaa.org](mailto:membership@adaa.org).
- Help recruit new SIG members.
- Help promote ADAA activities, for example, the Annual Conference, Fall Forum, webinars, etc.
- Post SIG updates and resources to the ADAA online member community.

#### *SIG Member Eligibility Requirements*

- All SIG members must be ADAA members in good standing.
- All SIG members must be committed to the purpose of the SIG and ADAA's mission.
- All SIG members must follow [ADAA's SIG conflict of interest policy](#) and raise any possible conflict of interest issues during SIG meetings and calls.

#### *SIG Member Responsibilities*

- Through the SIG, engage in only those activities which are compatible with the goals, purposes, and practices of ADAA.
- Help promote the mission and activities of ADAA by actively sharing information about ADAA's mission, annual conference, webinars, and social media platforms.
- Participate on calls and other SIG meetings.
- Recruit new SIG (and ADAA members generally) through personal invitations, announcement in other organizations newsletters, and letters sent to potentially like-minded groups.
- Develop and submit professional education webinars, blog posts, and conference sessions.
- As appropriate, be available for related media inquiries.
- Assist with writing, enhancing, or updating ADAA website content.
- Assist with writing posts or developing potential resources for ADAA's social media platforms.
- Cannot commit ADAA staff or resources without prior approval from ADAA.



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#### *Members Will be Removed from the SIG if They*

- Are no longer an ADAA member in good standing.
- Use materials, tools, or SIG generated work/presentations for the benefit of other professional organizations without written permission from ADAA.
- Obligate ADAA to financial arrangements or contracts without prior written approval and agreement from ADAA.
- Use the ADAA logo or name in advertisements or other print or electronic formats without permission from ADAA or in a manner that is inconsistent with ADAA's mission.
- Speak on behalf of or issue position papers on behalf of ADAA without written approval in advance from the Board President or ADAA Executive Director.
- Fail to adhere to ADAA's overall mission and values.

#### **Dissolution of a SIG:**

SIGs are expected to produce deliverables each year as described above as well and maintain a minimum level of activity. ADAA will recommend to the Board of Directors that a SIG be dissolved should those expectations be consistently unmet.

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 number of members, consistently being an inactive SIG, lack of available ADAA staff support, etc.