

ANPT SPECIAL INTEREST GROUPS

I. OFFICER DUTIES AND RESPONSIBILITIES

- a. Chair
 - i. Supervises the assignments and performance of the SIG officers.
 - ii. Submits leadership reports to the executive office biannually based on the approved reporting calendar. Reports to be shared with the Board of Directors to ensure organization is working towards strategic goals.
 - iii. Facilitates all meetings of the SIG.
 - iv. Attends the Academy leadership meeting at CSM or sends designee.
 - v. Attends the SIG officer meeting with the Academy Vice President at CSM.
 - vi. With support from the Digital Communications Chair, oversees maintenance of the SIG website, including current information, important updates and news, etc.
 - vii. Appoints SIG committees and delegates tasks as necessary.
 - viii. Serves as a clinical resource to the Academy on the specialty area.
 - ix. Oversees consistent electronic outreach to SIG members, e.g., newsletter, website, discussion board topics, etc. This outreach must be outlined in an annual plan submitted to the Academy Vice President.
 - x. Coordinates SIG officer communication/conference calls.
 - xi. As requested, submits an annual budget request to the Executive Director/Treasurer.
 - xii. Provides for orientation of a successor.

b. Chair-Elect

- i. Serves one (1) year prior to assuming the three-year term as Chair of the SIG.
- ii. Serves, during this year, with the Chair to become familiar with the organizational structure of the SIG, meetings, reporting, and supervision of the SIG Officers.
- iii. Becomes familiar with SIG members' needs and resources as well as the operations of the SIG and Academy Board of Directors.
- iv. Attends the Academy leadership meeting at CSM with the Chair.
- v. Attends the SIG officers meeting with the SIG Chair and Academy Vice-President at CSM.
- vi. Becomes familiar with the role of the Chair by assisting the Chair with responsibilities including but not limited to:
 1. Submitting committee reports to the Executive Director including activities and objectives accomplished and strategic goals for the following year.
 2. Facilitates all meetings of the SIG.
 3. Serves as a clinical resource to the Academy on the specialty area.
 4. Oversees consistent electronic outreach to SIG members, e.g., newsletter, website, discussion board topics, etc.
 5. Coordinates SIG officer communication/conference calls.

II. EXPENSES

- a. Special Interest Group Officers (Chair, Chair-Elect, Vice Chair, Secretary, Nominating Committee Chair) are reimbursed according to the Academy's Honoraria and Reimbursement Policy and as outlined in the annual budget toward meeting expenses per officer given that the officers participate in planned SIG activities.
- b. In addition to the travel compensation for SIG officers, each SIG is provided an annual budget intended to support programs and outreach of the SIG. This is used at the discretion of the SIG officers with priority on non-travel expenditures. Since SIG officers are compensated for travel, these funds are not to be used for additional SIG officer travel.
- c. Each officer submits expenses to the Executive Director according to the policy of the Academy.

III. ORIENTATION OF A SUCCESSOR

- a. Each SIG officer provides for smooth transition by acquainting the newly elected officer with pertinent information, materials, and procedures. This should occur within 6 weeks of election.
- b. The template for orientation includes (but is not limited to):
 - i. mission/vision/goals

- ii. job duties
 - iii. timelines
 - iv. strategic plan and current initiatives
 - v. current challenges
 - vi. role as mentor to others, including newly elected officers
- c. Following this incoming/outgoing orientation, SIG chairs shall be contacted by Board liaison to formalize relationship, answer questions, establish communication schedule/mechanism (by end of August). In addition, the Academy Vice President and Executive Office will provide an orientation to the Academy for all new committee chairs and committee members by early September.
- d. SIGs should hold a conference call with all SIG officers soon after orientation. In order to preserve institutional memory, the retired SIG chair will serve in a formal advisory capacity to the new SIG chair for one year.