



## **SPECIAL INTEREST GROUP (SIG) POLICY AND APPLICATION FORM**

### **I. INTRODUCTION**

The Society of Cardiovascular Anesthesiologists (SCA) encourages its members with shared interests to collaborate and share information pertaining to their special interests within the field of cardiovascular anesthesiology. To support this community of collaboration, members with specific shared interests can come together and learn from each other. The Special Interest Groups (SIGs) will operate under the Member Engagement Committee, and are designed to become an invaluable member benefit of the SCA.

### **II. SIG FORMATION**

- A. The concept and mission of a SIG may be proposed by one SCA member or a group of SCA members.
- B. The official name of any SIG is: [SIG NAME] Special Interest Group (SCA [SIG ABBREVIATION] SIG) (e.g. SCA Women in Cardiovascular Anesthesiology Special Interest Group (WICVA SIG)).
- C. To belong to a SIG the individual must possess a current SCA membership. It is not mandatory for SCA members to belong to a SIG. SCA members can join SIGs at any point during their membership. There is no additional fee to belong to a SIG.

### **III. SIG APPROVAL**

- A. All SIGs must take the following actions in order to be approved by the SCA Board:
  1. Contact the SCA Operations Manager and let this individual know of the intent to start a SIG.
  2. Complete the SIG application form.
  3. The application to establish a SIG is reviewed by the chair of the Member Engagement Committee. Once approved by the Member Engagement Committee, the request is forwarded to the Board of Directors for final review and approval at the next board meeting.
  4. Upon receiving board approval, the Operations Manager posts the intent to start a SIG on the SCA website and in the SCA Bulletin. SCA members are instructed to email [info@scahq.org](mailto:info@scahq.org) with their support for forming the SIG. A minimum of 15 members are needed to support the formation of a SIG to move to the next step in the process.
  5. Upon Board approval, the SIG will proceed into probationary status for one (1) year. Within this year, the SIG needs to:
    - a. Elect a Chair and Vice-Chair.
    - b. Reach fifteen (15) active members.
    - c. Conduct a SIG meeting at the SCA Annual Meeting, and provide the minutes from this meeting to the Operations Manager and the chair of the Member Engagement Committee.

#### **IV. SIG RESPONSIBILITIES**

SIGs must collaborate and facilitate information and knowledge sharing throughout the year in order to continue its status as an active or probationary SIG within the SCA. SIGs must meet the following expectations in order to continue operating under the SCA's aegis:

- A. Maintain a current mission statement that is consistent with SCA's mission and strategic plan.
- B. Facilitate continuous collaboration and information sharing among SIG members. This can be done through the SIG list serve, conference calls, the in-person meeting at the SCA Annual Meeting, etc. Discussion must be initiated amongst SIG members at least once or twice a year.
- C. Maintain at least fifteen (15) active SCA members.
- D. Conduct a SIG meeting at the SCA Annual Meeting on a yearly basis.
- E. Elect a Chair and Vice-Chair as necessary.
- F. Email the Operations Manager with SIG-related content for the SCA Newsletter at least three (3) times a year.
- G. SIGs may not undertake or participate in any projects outside of the SCA without approval from the SCA Board of Directors. If approval is granted by the SCA Board of Directors, any participation must be listed as SCA [SIG NAME] SIG.
- H. Maintain an accurate SIG membership list, and verify with the Operations Manager that all members hold current SCA memberships.

#### **V. SIG OFFICERS AND DUTIES**

##### **A. Chair**

1. Shall be voted on during the yearly, in-person SIG meeting held during the SCA Annual Meeting by a majority vote of SIG Members.
2. Term: One-year with a possibility of two consecutive terms.
3. Duties: Solicit, organize, and select information to be shared amongst SIG members, chair the SIG's in-person meeting during the SCA Annual Meeting, and act as the liaison between the SIG and SCA staff.

##### **B. Vice-Chair**

1. Shall be voted on during the yearly, in-person SIG meeting by a majority vote of SIG Members.
2. Term: One-year with a possibility of two consecutive terms.
3. Duties: Prepare the minutes of the SIG meeting held during the SCA Annual Meeting, and assist the Chair with activities and accomplishments of the SIG.

#### **VI. SCA RESPONSIBILITIES**

In order to provide the support SIGs need to complete their missions and benefit the SCA



as a whole, SCA staff will support the SIG officers and membership through the following actions:

- A. Designate the Operations Managers to act as the liaison with each SIG Chair.
- B. Maintain all SIG membership records, and allocate SIG expenses according to the SCA budget.
- C. Establish and maintain list serves for each SIG.
- D. Provide space in at least two SCA Newsletter editions per year for each SIG's articles and contributions.
- E. Provide space at the SCA Annual Meeting for each SIG to meet.

## **VII. BUDGET**

There is no budget for SIG meetings or programs.

### ***Revision history:***

Created: September, 2015

Adopted: September, 2015

Revised:



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## SPECIAL INTEREST GROUP APPLICATION

To form a new Special Interest Group, the following seven items must be submitted to [operations@scahq.org](mailto:operations@scahq.org).

**1. Name:** Recommended name for this Special Interest Group

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**2. Purpose:** Describe the need for this Special Interest Group and how the SIG will fill a gap and/or enhance a particular area.

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**3. Relevance:** Describe how the Special Interest Group supports SCA's Vision and Mission.

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**4. Expected Contributions:** Describe the potential contributions of the SIG to the Society of Cardiovascular Anesthesiologists. Describe the value of these contributions for cardiovascular and thoracic anesthesia.

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**5. Activities:** Describe the potential activities of the Special Interest Group, including activities to attract and retain active, interested SIG members. In addition, describe any resources that might be required to support these activities. SCA is interested in increasing the value of SIG contributions to its members.

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**6. Expected Membership:** Describe who would be interested in joining this SIG, and estimate the yearly SIG membership numbers.

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**7. Application Author:** Provide the following information for the application author:

Name:

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Professional Credentials:

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SCA Membership Number:

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*Primary Contact Information:*

Work Title:

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Institution Name:

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Department Name:

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Street Address 1:

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Street Address 2:

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City:

State/Province:

Zip Code:

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Telephone:

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Email:

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**PLEASE RETURN THIS FORM TO:**

Operations Manager  
Society of Cardiovascular Anesthesiologists  
8735 West Higgins Road, Suite 300  
Chicago, IL 60631  
Email: [operations@scahq.org](mailto:operations@scahq.org)