

Guidelines for APhA-APPM Special Interest Groups

I. Developing a Special Interest Group

Applications to become a Special Interest Group (SIG) will be reviewed by the APhA-APPM Executive Committee (APhA-APPM EC) and an application should include:

1. A mission statement which supports the mission of APhA and APhA-APPM.
2. A clearly stated purpose that includes how the SIG will help the Academy meet its Goals and Objectives and how the SIG will support the Association's strategic direction.
3. An outline of the goals and objectives for the SIG.
4. A letter of intent to the APhA-APPM Executive Committee expressing the reasons for establishing a new SIG. The letter should include specific provisions for New Practitioner participation, basic operational procedures, and the proposed structure (the inclusion of sub-committees is optional). The letter should be signed by the proposed Coordinator and Coordinator-elect.
5. A minimum of two letters from members other than the Coordinator and Coordinator-elect supporting the formation of the new SIG and outlining how the new SIG will address an emerging need of the Academy.
6. Upon "*provisional acceptance*" by the APhA-APPM EC, the proposed Coordinator must contact APhA Staff (mtomecki@aphanet.org) to develop approved documentation that there are at least 75 APhA-APPM members who share the interest area of the proposed SIG and would support its establishment. Preferred submission of materials by January 1st of each new calendar year. Exceptions will be reviewed on an individual basis.

Applications will undergo the following review process:

1. APhA Staff will review applications and verify that all materials have been submitted.
2. An assessment of resources will be conducted by Staff to confirm that resources are available to support the activities of the SIG.
3. The APhA-APPM Executive Committee will review submitted materials and take into consideration factors such as, but not limited to: needs of the proposed SIG as compared to existing SIGs; current number of SIGs; and available resources.
4. The APhA-APPM Executive Committee will review applications in a timely manner. The APhA-APPM EC may also defer the application to request additional information from SIG organizers.
5. Following review of the application, the APhA-APPM Executive Committee will notify the proposed Coordinator and Coordinator-elect in a timely manner of the disposition of the application. If adopted, APhA Staff will support the SIG through established communication processes. Activities of the SIG will be monitored by the APhA-APPM Executive Committee.

II. Responsibilities of a Special Interest Group

An APhA-APPM Special Interest Group is required to fulfill the following responsibilities. Failure to meet the responsibilities listed below will result in the SIG's status being reviewed by the APhA-APPM Executive Committee.

1. The activities of the SIG and its leaders should abide by the Bylaws of the Association. *To access a copy of the APhA Bylaws: www.pharmacist.com > House of Delegates > Resources.)*
2. The SIG Coordinator and Coordinator-elect (*also referred to as SIG Leaders*) are required to track any/all activities of the SIG. It is the SIG leaders' responsibility to make sure documentation is always current and up-to-date. SIG leaders are also required to submit a written annual report. In real time, participate in quarterly conference calls and provide a written annual report. Activities of the SIG should be conducted with sound moral and ethical judgment.
3. SIGs are open to all members of the APhA pharmacy community, as appropriate. Diversity is a great strength for the Academy and input and participation from all pharmacists should be valued and respected. Comments and behavior in any way derogatory of a particular practice type or setting will be considered unacceptable.

III. Sunsetting SIG Committees

The SIG committee chair(s) and SIG Coordinators should annually evaluate the need for each committee. Consideration should be given to sunset a SIG committee if it is determined that the committee has fulfilled its purpose, goals and objectives, or if there is no longer a need for the committee. In addition, SIG committees will periodically evaluate their purpose statement, goals and objectives, and adjust accordingly.

IV. Merger and Dissolution of a Special Interest Group

It is anticipated that some SIGs will serve members over an extended period of time, while others will serve needs on a more limited basis. With the flexibility of the SIG structure, SIG leaders may seek APhA-APPM EC approval to dissolve or merge.

Should the SIG's mission and/or purpose no longer align with the goals and mission of Association and/or the Academy, the SIG leaders may submit a letter (electronic or paper) to the APhA-APPM EC seeking to dissolve the SIG. The letter should state why the SIG is no longer necessary or viable. The APhA-APPM EC will vote in person or by email, and the decision will be communicated in a timely manner through established communication processes.

Failure to meet the responsibilities of a SIG as outlined within the Guideline, including demonstrated inactivity for a period of three consecutive years, will result in the SIG's status being reviewed by the APhA-APPM EC and Staff Liaisons. APhA and the APhA-APPM EC may poll SIG members in effort to determine appropriate actions. APhA and the APhA-APPM EC reserve the right to dissolve or merge a SIG at any time based upon the Association's priorities and needs.