



Special Interest Group

Activities Chair/Vice-Chair Responsibilities

Special Interest Groups (SIGs) are communities of PPA members who are interested in sharing focused ideas, knowledge, and experiences with others in a specific sub-specialty area. The SIGs are formal groups organized around a common interest area, offering the opportunity for ongoing interaction among professionals regarding a certain topic.

SIG members communicate through:

1. Organized discussions on the Internet, listservs, eCommunities, and Conference Calls
2. Targeted content within our Electronic newsletters and web content
3. In-person meetings during our Annual Conference each year.

Chairs and Vice-Chairs have 1-2 year appointments (May - April) and lead the activities for the SIG.

SIG Chairs Responsibilities:

1. Support the needs of the SIG
2. Monitor and initiate discussions on the list-serve
3. Conduct the in-person meeting during our Annual Conference each year where you recruit members and make plans for activities for the upcoming year
4. Organize annual activities of the SIG
 - Activities are SIG dependent and what the members are interested in
 - Examples: writing newsletter articles for the PPA newsletter, hosting virtual journal clubs, hosting virtual calls for topic discussions, etc.
 - SIGs can collaborate with other committees within PPA
 - Collaborate with the Education Committee by providing webinars or presentations at meetings
 - Collaborate with the Membership Committee by providing content for the newsletter
5. Assist with developing a succession plan for leadership in your SIG
6. Attending quarterly SIG Chairs/Vice-Chairs Meeting with SIG Coordinators

SIG Vice-Chairs Responsibilities:

1. Support the needs of the SIG
2. Assist the Chair with coordination of SIG activities
3. Review the PPA SIG website and update the description of the SIG as needed
4. Assist with developing a succession plan for leadership in your SIG
5. Attending quarterly SIG Chairs/Vice-Chairs Meeting with SIG Coordinators

Updated: 04/24/2019