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|  |  | Date Approved | 09/91; 09/92; 10/93; 07/03/06 |
| **The Association of Oncology Social Work****Operations Manual - Policy and Procedure** |
| Dates Revised | 09/92; 07/03/06; 2/4/08; 2/12; 2/16 |
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| **Special Interest Groups** | Dates Reviewed | 01/04/04; 2/4/08; 2/12; 2/16 |

**I. Purpose**

Special Interest Groups are a formal structure within the Association of Oncology Social Work (AOSW) which facilitates networking of AOSW members in an identified subspecialty area. Each Special Interest Group (SIG) receives its mandate and support from the AOSW Board of Directors. Special Interest

Groups are open to all active members of AOSW.

A. To support the mission statement of AOSW.

B. To provide and promote a dynamic network for AOSW members with specialized interests and/or expertise.

C. To serve as a forum of communication within a special interest area.

D. To identify and explore patient care issues within a special interest area. E. To address current trends and relevant issues within a special interest

area.

F. To share educational resources and professional expertise with other special interest groups and the membership at large.

G. To enhance membership participation and personal satisfaction within

AOSW.

**II. Policy**

A. Criteria for Establishment of a Special Interest Group

1. Must represent a unique focus of practice in oncology psychosocial care

2. Must promote mission and vision of AOSW

3. Must adhere to Bylaws of AOSW

4. Must be organized at the national/international level only; not at a state or local level

5. Must have AOSW member(s) identified as Chair/Co-Chair(s)

6. Must demonstrate relevancy to the AOSW membership via completion of the SIG Application Form and ten (10) signatures of support from AOSW members

7. Exceptions to these criteria may be submitted to the Board for discussion

B. Establishing New Special Interest Groups

1. AOSW member(s) interested in serving as SIG Chair(s) must notify the Board of Directors through the main office and obtain a SIG Application Form. The office will then forward the completed application to the Director-at-Large appointed as SIG Liaison (see form attached to this policy).

2. Must submit completed SIG application and supporting signatures to the AOSW Board.

3. New applications will be reviewed by the AOSW Board. Approval of a new SIG will be based on adherence to the above criteria.

4. The Board's decision will be communicated back to the application's author within ten days of the Board meeting.

C. Criteria for Individual Membership in a SIG

1. Active AOSW membership

2. Communication to the AOSW main office your desire to be a member of a SIG either by indicating on your Membership Application and/or renewal form or emailing the office directly. AOSW Members can also “opt in” to a SIG group through their online AOSW Member Profile.

D. Job Summary: The Special Interest Group (SIG) Leaders shall serve as the liaison between the SIG membership and the Director-at-Large assigned as liaison. SIG Leaders shall be appointed by the Director-at-Large to a two-year term with the option of extension.

 DUTIES AND RESPONSIBILITIES:

1. Determine goals and objectives for SIG, making suggestions for revisions/changes as needed.
2. Facilitate and establish agenda for the SIG meeting at the Annual Conference.
3. Responsible for recruitment and training of his/her predecessor (rotation of SIG Leaders is recommended a minimum of every three years).4. Regular communication with members of SIGs a minimum of two times per year via News, Blog, website, e-mail, etc.
4. Contribute on a rotating basis to the AOSW News Blog, or delegate an author from the SIG.
5. Collaborate with the Board representative who serves as the SIG Liaison.
6. Serve as a resource to AOSW for particular area of interest.
7. Complete annual report to the Board of Directors. (see report form attached to this policy)

QUALIFICATIONS:

1. Social Work degree
2. Active membership in AOSW.
3. Experience/interest in the topic of the SIG group.

E. AOSW Duties and Responsibilities to the SIGs

1. Consultation between the AOSW Board of Directors and the SIG coordinator(s) will be through the AOSW Director-at-Large who serves as the SIG Liaison.

2. Assistance with SIG planning and development.

3. Financial support for administration of SIG subject to Board approval.

4. SIG enrollment made available as part of the new/renewal AOSW

application.

5. Provide networking opportunities between SIG Chairs.

6. Communication with general membership through AOSW Newsletter, website and email.

7. Meeting space provided at annual conference. F. Evaluation of SIGs

1. The AOSW Director-at-Large will maintain contact with the SIG Chairs to assess their compliance with duties, responsibilities and relevancy of objectives to SIG goals and outcomes.

2. The AOSW Director-at-Large will review annual coordinator's reports to assure ongoing relevancy to the mission and vision of AOSW.

3. At the beginning of the fiscal year, any SIG with fewer than ten active members will be placed on non-active status by the Board during a Board meeting.

4. Should the Board deem it necessary to dissolve an existing SIG based on noncompliance with the above criteria, such action will be communicated back to the Chairs(s) through the Board Liaison.

5. Should the SIG deem that an existing SIG is no longer necessary, the SIG Chair will notify the Board of Directors in writing of the plan to disband.

G. Tracking Membership in Existing SIGs

1. Membership application and renewal notices will include a list of SIGs from which applicants may select areas of interest. This data will be maintained as part of the database.

2. Members may enroll in more than one SIG.

3. The AOSW Main Office will provide SIG Chairs with names, addresses, and e-mail addresses of members who enroll in their SIG.

4. The Membership Director will update the SIG Chair on membership non-renewals so that these names may be deleted from mailing lists.

H. Finances

1. At the present time, no additional dues will be charged for SIG membership.

2. Any solicitation of funds to benefit a SIG must be coordinated through the SIG Liaison to the AOSW Board of Directors.

3 Before a SIG accepts support (funding, services) from any source, it must be coordinated through the AOSW Board of Directors.

4. Any monies received by individual SIGs must be handled by the AOSW Main Office in accordance with Internal Revenue Services regulations.

5. A SIG which accepts approved funds beyond monies provided by AOSW will have access to these funds, less administrative costs, through application and approval by the AOSW Board of Directors.

6. Anything produced by the SIG (e.g. directory, bibliography, etc.) will be available to all active AOSW members at no charge. Requests for materials from individuals or organizations outside AOSW will be charged a fee established by the SIG and the Board.

7. SIG members will not incur unauthorized debt on behalf of the membership.

8. The SIG Chair must submit all authorized charges to the AOSW Main Office for processing and payment.

9. AOSW will not routinely fund travel or per diem for individual SIG coordinators or members. Special requests may be submitted to the Board of Directors for review and consideration of a decision.

10. The Director-at-Large appointed as SIG Liaison shall inform SIG coordinators of budgeted allowances for the year.

Association of Oncology Social Work

SIG Chair’s Annual Report

Name of SIG Reporting: Date submitted:

SIG Chair submitting report:

Please complete the following using bullet or paragraph form. Use additional pages as needed.

I. OVERVIEW OF THE YEAR'S ACTIVITIES:

II. CURRENT PROJECTS:

III. FUTURE PLANS, GOALS, & OBJECTIVES:

IV. ADDITIONAL COMMENTS:

Upon completion, please return to: Association of Oncology Social Work

1 Parkview Plaza, Ste. 800
Oakbrook Terrace, IL 60181
Phone: +1-847-686-2233
Fax: +1-847-686-2253

E-mail: info@aosw.org

SPECIAL INTEREST GROUP APPLICATION FORM

Date of Application:

Name of AOSW Member completing application:

 Daytime phone: Email address:

Proposed Name of Special Interest Group:

 Number of Active AOSW Members Interested:

(Must have at least ten signatures; or ten emails attached to this application – each one from an AOSW member confirming his or her interest in the SIG)

Proposed SIG Chair(s):

Name Institutional Affiliation: Preferred Mailing Address: Email: Daytime Phone: Fax:

Name Institutional Affiliation: Preferred Mailing Address:

Email: Daytime Phone: Fax:

1. Describe the perceived need for the proposed SIG in AOSW and how this proposal came about:

2. Describe how this SIG could serve the membership & goals of AOSW:

3. List potential goals of this SIG:

4. List potential activities, resources, or tools this SIG may develop: