Special Interest Group (SIG) Policy and Procedure

PURPOSE

- To provide opportunities for INACSL members to connect, collaborate, and network with like-minded individuals around simulation-based special interest topics.
- To enact the vision and mission of INACSL to advance the science of healthcare simulation and transform practice to improve patient safety through excellence in healthcare simulation.
- To provide opportunities for INACSL members to increase knowledge by sharing expertise in the creation and dissemination of education, research, and best practice evidence in specialty topics/areas.
- To provide a forum in which INACSL members can express opinions and recommendations about a particular topic or practice.

OVERVIEW

Special interest groups (SIGs) promote a strong community of practice for INACSL members interested in a particular specialty topic in simulation education, research, and practice. They also assist INACSL to achieve the strategic initiatives by growing and maintaining the membership base and supporting simulation educators to achieve and maintain specialized knowledge, skills, and attitudes by creating meaningful resources for members. It is assumed that the activities and actions of SIGs are open to all INACSL members and are thus transparent in their outputs and defined activities.

SIGs are not standing committees. They differ from committees and task forces as follows:

- SIG membership is not limited to terms of service and number of members.
- SIGs do not receive a charge from the Board of Directors.
- The primary scope of SIGs are collaboration and networking.

GUIDELINES

- Only active INACSL members may join a SIG.
- Six or more INACSL members are required to start a new SIG. A minimum of six members must be maintained in order for a SIG to remain active.
- Each SIG will have a Chair and Vice Chair reporting to a designated Board Liaison. The Vice-Chair serves for a one-year term and automatically assumes the role of Chair for the subsequent year for a one-year term.
- SIGs are encouraged to hold monthly virtual meetings and one face-to-face meeting at INACSL's annual conference.

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- The SIG application process consists of:
    - Electronic application submission comprised of the following:
        - Proposed name
        - Defined purpose, scope, and objectives, which should align with the Healthcare Simulation Standards of Best Practice™
        - Chair and Vice chair, along with their relevant experience and interest
        - List of minimum six members
    - Review of the submitted application by the INACSL Board of Directors within two months.
    - Approval is granted to SIGs that meet the qualifications.
- SIGs must follow the same procedures as the general public for submission of INACSL conference abstracts and manuscripts for journal publication.
- SIGs need permission of the Board of Directors for any collaboration with other non-member experts and/or organizations outside of INACSL. A collaboration may include, but is not limited to, sponsorship, research partnership, endorsement (i.e. of a product or service), or other public-facing activity that may directly or indirectly imply that INACSL is affiliated with a third-party.

ROLES AND RESPONSIBILITIES

All SIG officers and members are expected to uphold the INACSL Bylaws. Unless otherwise noted, each SIG has a Chair and Vice Chair approved by the Board of Directors. In addition, each SIG has an assigned Board Liaison, unless otherwise noted.

- The Chair performs the following duties:
    - Presides over all meetings and conference calls/or designates a moderator.
    - Develops the agenda for each meeting.
    - Determines when to cancel a scheduled meeting or convene an unscheduled meeting. Communicates to INACSL Staff meeting time/date changes, meeting cancellations, and teleconferencing procedures for dissemination to SIG members.
    - Sends electronic invitations to meetings to all SIG members or delegates to AMC.
    - Records meeting notes and distributes to SIG members.
    - Delegates tasks to Vice Chair and SIG members.
    - Provides monthly minutes using the provided template to the designated Board Liaison.
    - Works collaboratively with the Vice Chair and trains them for succession purposes.

- The Vice Chair performs the following duties:
    - Presides over meetings in the absence of the Chair.
    - Learns the duties of the Chair in preparation for succession.
    - Accedes to Chair following their term of service as Vice Chair.

- The Board Liaison performs the following duties:
    - Reports SIG activities to the Board of Directors.
    - Provides guidance/resources to SIG as needed.

- SIG Members perform the following duties:
    - Participates in meetings.
    - Participates in SIG initiatives and projects.
    - Promotes SIG activities to other members of INACSL.

- The Association Management Company (AMC) performs the following duties:
    - Provides access to and training for an internal online discussion board and file sharing platform.
    - Hosts leadership meetings and orientations.
    - Provides available INACSL resources as requested.
    - Provides general marketing for SIGs, as well as marketing for SIG-specific initiatives and recruitment as needed.
    - Maintains the roster of SIG members.
    - Sends electronic invitations to meetings if requested by the SIG chair.
    - Communicates roster changes to chair of SIG

DISSOLUTION

A SIG may be dissolved if one of the following occurs:

- SIG membership drops below six members for more than six months.
- The SIG does not submit requested reports to the designated Board Liaison.
- The SIG is in violation of the INACSL Bylaws.

If the SIG has met its objective and wishes to dissolve, a timely letter to the Board of Directors is in order. Direction will then be forthcoming from the Board of Directors and archival will commence. The Board of Directors makes the final decision on dissolution of a SIG.

Once a SIG is dissolved, it is finished. If others wish in the future to re-instate it or resume its activities, a new application must be initiated.