

### **NASPGHAN Special Interest Groups (SIG)**

**A. Definition:** A special interest group (SIG) within NASPGHAN is defined as a group of individuals with interest in a focused topic, in which, there is a gap in medical knowledge.

**B. The aims of such a group will be to:**

1. Review the current state of knowledge regarding the topic
2. Identify gaps in knowledge that need and can be addressed
3. Propose and take action to address those knowledge gaps
4. Propose innovations to advance the field of interest
5. Report to the society on its findings
6. Contribute work products that will advance the field of Pediatric Gastroenterology, Hepatology and Nutrition and help to fill these gaps in knowledge

**C. Standard Operating Procedures of a NASPGHAN SIG:**

1. A SIG may be proposed by any NASPGHAN member
2. SIG members must be NASPGHAN Members, but SIG membership is not otherwise restricted.
3. SIGs report to and operate under the oversight of a specific NASPGHAN Committees (reporting Committee)
4. To propose establishing a new SIG, a 1-2 page proposal must be submitted to Council via the NASPGHAN National Office identifying:
  - a. the topic of interest
  - b. the current gaps in knowledge
  - c. the overarching aims of the interest group
  - d. the anticipated time during which the SIG will function (i.e., the anticipated date of dissolution of the SIG)
  - e. the NASPGHAN committee to which the SIG will report
  - f. a brief letter of support from the chair of the reporting NASPGHAN Committee
  - g. the proposed initial SIG governance (Chair, Vice Chair)
5. Advisability of SIGs continuance will be reviewed every 3 years by the SIG membership, reporting Committee, and Council.
6. SIG continuance will be decided based on ongoing need and membership engagement, productivity, and impact on NASPGHAN membership and the field of Pediatric Gastroenterology.
7. A 1-page annual report should be submitted to, and reviewed by, the reporting Committee at the face-to-face NASPGHAN Annual Committee meeting. The report is to include:
  - a. a listing of all SIG members
  - b. current SIG leadership, term year, and anticipated changes
  - c. activities of the past year
  - d. anticipated activities for the coming year
  - e. progress towards original SIG aims
8. The Chair of the reporting Committee is expected to include an update progress on the SIG aims in their annual Committee presentation to Council.
9. The SIG may propose contributions to the scientific program for the annual meeting, and educational or other activities for NASPGHAN or the NASPGHAN Foundation. Such proposals should be approved and presented by the reporting Committee Chair (and SIG Chair), to the Professional Education Committee, Public Education Committee, or Council, as relevant and per standard process.

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10. Governance: Assuming continuance, SIG governance will rotate every 3 years, based on simple majority vote of the SIG members, and approval by the reporting Committee and Council.

### **D. Administration:**

- a. Administrative support for a SIG will be provided by the NASPGHAN central office, and will include setting up of conference calls, dissemination of relevant documents, and arranging for a meeting room at the NASPGHAN annual meeting.
- b. The SIG Chair should confirm if the SIG will meet during the NASPGHAN Annual Meeting within the month before the NASPGHAN Annual Meeting Planning Meeting (January in the year of the Annual Meeting). If the Chair fails to do so, the SIG will be considered as “not meeting during the next Annual Meeting”.
- c. SIGs cannot have a separate budget. Any possible sponsor contributions must be referred to the NASPGHAN and NASPGHAN Foundation leadership, who will negotiate with the sponsor on behalf of the SIG.
- d. Face-to-face SIG meetings will not be supported with food or beverage. Depending on the location site of the annual NASPGHAN meeting, the organizing committee will make every attempt to provide meeting room space for the SIG, but cannot promise that this will be available.