SPECIAL INTEREST GROUPS (SIGS)

Purpose of the SIGs

* 1. ARN supports Special Interest Groups (SIGs) within the organization to enhance networking and the exchange of information among members with similar practice interests and to serve as a source of information about the special interest area for the organization as a whole.
	2. Special Interest Groups (SIGs) provide avenues for ARN members to network within a specific topic area via professional and clinical focused discussion which take place electronically or at the Annual Meeting.
	3. One of the primary functions of the ARN SIGs is member engagement.

Forming an SIG

* 1. Establishment of a ARN SIG may only be approved by the ARN Board of Directors.
	2. Members who wish to propose a new ARN SIG may send their request to the ARN national office.
	3. The ARN staff will contact the ARN Board to discuss the possibility of designating a new SIG.
	4. The ARN staff will notify the requesting member of the decision following the ARN Board’s review of the proposal.
	5. If the decision is made by the board to form a new SIG, a meeting date, time, and call for interested members will be sent out to the membership.
	6. If the member interest and support is sufficient after one year, the SIG will continue to be recognized. If not, the BOD may determine to disband the SIG. Additionally, the ARN staff liaison will review established SIGs to determine if the need for the group continues based on changes in practices and membership participation.

General Guidelines and Expectations

* 1. Each ARN SIG will consist of a Board liaison, Staff Liaison, Chair, Co-chair, and Past Chair.
	2. Each ARN SIG will be asked to convene at least two times per year, outside of the ARN Rehabilitation Nursing Conference (preferably in a virtual setting).
	3. Each ARN SIG will have a dedicated Member Circle Forum that will be monitored by the SIG Leadership.
	4. The SIGs are only available to ARN members. Members may voluntarily join any SIG and are not restricted from joining multiple groups.
	5. The SIGs will convene at the ARN Rehabilitation Nursing Conference when possible.

SIG Position Descriptions

SIG Chair

* + - This position is appointed by the NLD for a 1-year term, followed by a 1-year term as Past Chair.
		- The SIG Chair must be an active ARN Member in good standing.
		- General Responsibilities
			* Engages members within their given SIG community/topic area through discussion to establish contact and create networks for the purpose of sharing knowledge and problem-solving based on clinical topics.
			* Keeps appraised of current major nursing and health care issues of interest to the group and reports to the SIG membership as appropriate.
			* Understands ARN’s strategic plan and how their SIG fits in with the ARN strategic plan.
			* Works with the ARN Board liaison and ARN Staff to present proposed SIG projects and recommendations to the ARN Board of Directors for approval when necessary.
			* Assists in the identification of future Co-chairs as part of the annual appointment process.
		- Member Circle
			* Leads, monitors, and participates in clinical and professional discussions via the SIG communities on the Member Circle as a means of generating relevant conversation, as well as communicating ARN programs and events.
			* Posts discussions in appointed communities twice per month.
			* Responds within 2 days to discussion posts that do not have responses.
		- SIG Meetings
			* Schedules at least two SIG meetings per year, apart from the ARN Rehabilitation Nursing Conference.
			* Collaborate with the SIG Co-chair in preparing an agenda for each meeting, including topics for discussion, and scheduling guest speakers, if applicable.
			* Creates a written report after each meeting which is shared with the Co-chair, Board Liaison, and Staff Liaison.
		- ARN Rehabilitation Nursing Conference Meeting
			* When possible, lead a SIG discussion at the ARN Rehabilitation Nursing Conference (virtual or in-person).

SIG Co-chair

* + - This position is appointed by the NLD. The SIG Co-chair is a 1 year term, however the individual assigned to this role will be expected to serve subsequently as SIG Chair (1 year) and then SIG Past Chair (1 year).
		- The SIG Co-chair must be an active ARN Member in good standing.
		- General Responsibilities
			* Engages members within their given SIG community/topic area through discussion to establish contact and create networks for the purpose of sharing knowledge and problem-solving based on clinical topics.
			* Keeps appraised of current major nursing and health care issues of interest to the group and reports to the SIG membership as appropriate.
			* Understands ARN’s strategic plan and how their SIG fits in with the ARN strategic plan.
			* Assists in identification of future Co-chairs as part of the annual appointment process.
		- Member Circle
			* Assists the SIG Chair in leading, monitoring, and participating in clinical and professional discussion via the SIG communities on the Member Circle as a means of generating relevant conversation, as well as communicating ARN programs and events.
			* Assists the SIG Chair in posting discussions in appointed communities twice per month.
			* Assists the Chair within 2 days to discussion posts that do not have responses.
		- SIG Meetings
			* Assists the Chair in scheduling at least two SIG meetings per year, apart from the ARN Rehabilitation Nursing Conference.
			* Collaborate with the SIG Chair in preparing an agenda for each meeting, including topics for discussion, and scheduling guest speakers, if applicable.
		- ARN Rehabilitation Nursing Conference Meeting
			* When possible, assists the SIG Chair in leading a SIG discussion at the ARN Rehabilitation Nursing Conference (virtual or in-person).

SIG Past Chair

* + - The SIG Past Chair should be the immediate past Chair of the SIG.
		- The SIG Past Chair must be an active ARN Member in good standing.
		- General Responsibilities
			* Provides historical perspective to the SIG Chair and Co-chair.
		- Member Circle
			* Assists the Chair and Co-chair in clinical and professional discussion via the SIG communities on the Member Circle as a means of generating relevant conversation, as well as communicating ARN programs and events.
		- SIG Meetings
			* Attends and participates in each meeting.
		- ARN Rehabilitation Nursing Conference Meeting
			* When possible, attends the SIG discussion at the ARN Rehabilitation Nursing Conference (virtual or in-person).

SIG Board Liaison

* + - Communicates applicable initiatives from the ARN Board to the SIG Chair and Co-chair.
		- Communicates any needs of the SIG to the ARN Board.
		- Attends SIG meetings as requested by the SIG Chair and Co-chair.

SIG Staff Liaison

* + - Creates the Member Circle SIG Forum.
		- Communicates pertinent ARN activities and developments to the SIG Chair and Co-chair.
		- Publishes regular reminders to membership to participate in SIG.
		- Will not attend SIG meetings, unless necessary.