

Guidelines for establishment of Special Interest Groups

1. Membership

1.1. Appointment:

Appointment of SIG:

- A written request to establish a SIG may be forwarded to the ADEA Board for approval. This request must contain:
 - A minimum of 10 signatories from financial full ADEA members supporting establishment must have been collected.
 - A proposed annual activities plan for the potential SIG.
- Establishment of the SIG is at the discretion of the ADEA Board.

Appointment of membership:

- The SIG Convener is appointed following Expressions of Interest (EoI) from the SIG membership.
- The SIG Convener must have been a financial full member of ADEA for a minimum of 12 months.
- Membership of a SIG is open to all financial members of ADEA membership.
- Membership of the SIG is granted on request to ADEA National Office (NO) by email to admin@adea.com.au

1.2. Confidentiality and conflict of interest

- The ADEA NO has the responsibility of maintaining the confidentiality of all SIG members through not divulging name or any other personal information to anyone other than the SIG Convener and other members of the same SIG. Personal information provided will be limited to name and contact details provided by the member.
- The Convener must declare any potential conflict of interest to the ADEA NO.
- The Convener and SIG members must treat any information gained through their position as confidential e.g., ADEA business, consultations and negotiations, board deliberations, SIG members personal information.

1.3. Terms of office

- Membership of the SIG continues until such time as the member contacts the ADEA NO in writing, requesting the membership to be ceased.
- An EoI for the position of Convener is called for in February each year with the term to commence on appointment.

- The SIG Convener's Term of Office is 2 years with no limit to the number of terms that can be served.

1.4. Roles and responsibilities

- The Convener and members' roles and responsibilities are to represent their professional practice interest through their SIG involvement.
- The Convener organises meetings (as required) and liaises with NO.
- The Convener is responsible for keeping NO informed about activities and issues related to the SIG.
- SIG membership is maintained and managed by the ADEA NO through the ADEA database.

2. Goals

- Each SIG member is responsible for their own professional behaviour and should exhibit respect for other members at all times.

2.1 Support and Activities

ADEA National Office is able to support this group by:

- Establishing a Wikispaces or other electronic communication platform;
- Listing the group and its Terms of Reference and role on the ADEA website;
- Including updates provided by the group in the ADE magazine and e-newsletter updates;
- Being the contact point for new membership requests and sending out a welcome email prepared by the SIG; and
- Adding members to the SIG on the ADEA membership database.

Members of SIG will be responsible for the ongoing management of its membership and meeting, events and communication. This will include:

- Scheduling meetings and organising venues;
- Preparing agendas and taking minutes of meetings;
- Holding an annual networking meeting during the ASM;
- Providing a contact point for existing members; and
- Preparing a report for the ADEA Annual Report by mid-June each year.

2.2 Primary Goals - The aim of a SIG is to support:

- Other ADEA members who work in a specific practice environment.
- ADEA to identify and act on issues related to members who work in specific areas of practice.
- A greater diversity of practice for CDEs.

2.3 Secondary Goals – The objectives of a SIG is to operate as a Community of Practice (CoP) for its members within their professional practice or interest by:

- Engaging its membership to raise the awareness of a specific area of diabetes education practice.
- Facilitating networking, peer support, mentoring and peer learning.
- Providing a network of diabetes educators with specific expertise and knowledge that can advise and provide consultancy to the ADEA Board or NO when requested.

3. Deliverables

- Identification of issues of professional practice interest or concern is raised through participation in the SIG forum.
- A SIG networking meeting is available for members during the ASM.
- An annual activities plan is submitted to the CEO for approval including proposed:
 - o Topics to be presented and discussed on the SIG's forum.
 - o Forum moderators for each of these topics.
 - o Topics to be presented and discussed at the ASM meeting.
- Reported achievements against the annual activities plan.
- A report is submitted for inclusion in the ADEA Annual Report.
- Any tasks are completed as directed by the ADEA Board.

4. Scope / Jurisdiction

4.1. Timelines:

- SIGs may be established without an expected closing date or for a predefined period unless specified on establishment or at any other time by the board.

4.2. Meetings schedule:

- The Convener arranges the program and agenda, and facilitates a SIG annual networking meeting during the ASM.
- The SIG members meet informally at other times through their engagement in the ADEA's online SIG forum.

4.3. Authority:

- The Convener and members **do not** represent ADEA to external organisations and stakeholders.
- The Convener, in collaboration with the membership, represents their professional practice interest through their reporting to the CEO.
- The SIG is established at the discretion of the board.
- The Board or CEO may request the SIG to undertake tasks and report on specific issues related to the area of professional practice or interest.
- The ADEA NO maintains the ADEA SIG online forum.

4.4. Internal and external communication:

- Internal communication:
 - o Communication is through the ADEA online SIG forum and during the annual networking meeting.
 - o Communication meets ADEA expectations for professional behaviour as per ADEA Code of Conduct.
 - o Communication, such as written annual activities plan and Agenda and Minutes occurs via the SIG's online forum.
- External communication:

- o The Convener and/or members **do not** manage external communication on behalf of the ADEA.

4.5. Reporting:

- The SIG Convener reports achievements against the annual activities plan to the ADEA CEO annually on behalf of the SIG membership.
- The SIG Convener in collaboration with the SIG members prepares and submits the report for the Annual Report.
- The Convener provides recommendations on behalf of the SIG on issues related to the SIGs specific interest or professional practice area to the ADEA Board when/if requested by the Board.

5. Resources and budget

ADEA National Office has limited resources available to support SIGs. Therefore, a newly established group will be reviewed by National Office in consultation with the board after 12 months to assess its impact on these resources.

5.1. Material and equipment:

- The SIG is allocated an online forum and costs will be borne by ADEA.

5.2. Funding and/or budget:

- The SIG is **not** allocated funding through the ADEA budget, but is provided with space to meet face-to-face at the Annual Scientific Meeting.

6. Governance

6.1. Decision making:

- The SIG reports to the ADEA CEO and may make recommendations to the Board.

6.2. Record keeping:

- The SIG Convener prepares the agenda and program for the annual networking Agenda and Minutes.
- The SIG Convener forwards all documents e.g. Agenda, Minutes, activities plans and Board reports to the ADEA NO.

7. Related policies and procedure

7.1. ADEA governance documents:

- 2011 ADEA. By-laws.
- 2011 ADEA Constitution.

7.2. ADEA standards and guidelines:

- 2010 Code of Conduct

Acknowledgement

- **Document History:**

ADEA 2007 Guidelines for establishment of Special Interest Groups.
ADEA 2010 Guidelines for establishment of Special Interest Groups