



Guidelines for the Establishment of Special Interest Groups



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Revised edition

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About ADEA

The Australian Diabetes Educators Association (ADEA) is the peak national organisation for multidisciplinary health professionals who are committed to excellence in the provision of quality, evidence-based diabetes education, care and management with over 2,200 members across Australia.

Our objectives are:

- To benchmark excellence in diabetes education and care
- To support the rights of people with or at risk of diabetes, their carers and their families to timely access to quality diabetes education and care that meets their individual needs and circumstances
- To support our members' efforts to provide evidence-based best practice diabetes education and care to people with or at risk of diabetes, their carers and families.

For more information, visit our website at www.adea.com.au.

About ADEA's Special Interest Groups

The primary goals of ADEA's Special Interest Groups are to support ADEA members who work in a specific practice environment, and to advise ADEA management on matters relating to these specific areas of practice.

Special Interest Groups operate as communities of practice, facilitating networking, peer support, mentoring and learning for their members within their area of professional practice or interest.

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1. Membership

1.1. Establishment of a Special Interest Group (SIG):

- 1.1.1. A written request to establish a SIG may be forwarded to the ADEA Board for approval. This request must contain:
 - The signatures of a minimum of 10 financial full members of ADEA supporting establishment of the SIG, and
 - A proposed annual activities plan for the potential SIG.
- 1.1.2. Establishment of the SIG is at the discretion of the ADEA Board.

1.2. Membership and appointment of Convener:

- 1.2.1. The SIG Convener is appointed following Expressions of Interest from the SIG membership.
- 1.2.2. The SIG Convener must have been a financial full member of ADEA for a minimum of 12 months.
- 1.2.3. The Convener may identify the need for a Co-convener from the SIG membership. If a Co-convener is needed, ADEA National Office will initiate a nomination process to enable members to select the Co-convener. The Co-convener appointment will be for the period that the Convener holds that position. The Co-convener must have been a financial full member of ADEA for a minimum of 12 months.
- 1.2.4. A SIG member will be appointed as Branch Liaison to communicate with the Convener at regular intervals determined between them. The aim is to facilitate regular communication between Branches and the Convener in relation to the SIG's interest area. When a vacancy occurs in a Branch Liaison position, the Branch Liaison will be appointed via a nominations process initiated by ADEA National Office. A Branch Liaison must have been a financial full member of ADEA for a minimum of 12 months.
- 1.2.5. Membership of a SIG is open to all financial members of ADEA.
- 1.2.6. Membership of the SIG is obtained by emailing ADEA National Office at admin@adea.com.au. This ensures that membership of the SIG is recorded on the ADEA database, and enables communications between the SIG Convener and SIG members, as well as between ADEA and SIG members.

1.3. Confidentiality and conflict of interest

- 1.3.1. The ADEA National Office has the responsibility of maintaining the confidentiality of all SIG members through not divulging names 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.
- 1.3.2. The Convener must declare to the ADEA National Office any potential conflict of interest as it arises.
- 1.3.3. 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.

1.4. Terms of office

- 1.4.1. Membership of the SIG continues until such time as the member contacts the ADEA National Office in writing, requesting their membership be ceased.
- 1.4.2. The SIG Convener's Term of Office is for a period of 2 years with no limit to the number of terms that can be served.
- 1.4.3. ADEA National Office will call for Expressions of Interest for the position of Convener in February with the term to commence on appointment. If more than

one nomination is received, the membership of the PP SIG will vote on the nominations received. If only one nomination is received that person is appointed Convener. The voting process is managed by ADEA National Office.

1.5. Roles and responsibilities

- 1.5.1. The Convener and members' roles and responsibilities are to represent their professional practice interest through their SIG involvement.
- 1.5.2. The Convener organises meetings (as required), keeps National Office informed about activities and issues relating to the SIG, and liaises with National Office regarding the support listed in 2.3 below.
- 1.5.3. The Convener is responsible for keeping National Office informed about activities and issues related to the SIG.
- 1.5.4. SIG membership is maintained and managed by the ADEA National Office through the ADEA database.
- 1.5.5. Each SIG member is responsible for their own professional behaviour and should exhibit respect for other members at all times.

2. Goals

2.1. Primary Goals: The aim of a SIG is to support:

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

2.2. Secondary Goals: The objective of a SIG is to operate as a Community of Practice for its members within their professional practice or interest by:

- 2.2.1. Engaging its membership to raise the awareness of a specific area of diabetes education practice.
- 2.2.2. Facilitating networking, peer support, mentoring and peer learning.
- 2.2.3. Providing a network of diabetes educators with specific expertise and knowledge that can advise and provide consultancy to the ADEA Board or National Office when requested.

2.3. Support and Activities

ADEA National Office is able to support this group by:

- 2.3.1. Listing the SIG and its Terms of Reference and role on the ADEA website;
- 2.3.2. Including updates provided by the SIG in the ADE online and e-newsletter updates;
- 2.3.3. Being the contact point for new membership requests and sending out a welcome email prepared by the SIG; and
- 2.3.4. Adding members to the SIG on the ADEA membership database
- 2.3.5. Setting up quarterly teleconferences with SIG Branch Liaisons.

Members of the SIG are responsible for the ongoing management of its membership and meeting, events and communication. This includes:

- 2.3.6. Scheduling meetings
- 2.3.7. Preparing agendas and taking minutes of meetings;
- 2.3.8. Holding an annual networking meeting during the Australasian Diabetes Congress;
- 2.3.9. Providing a contact point for existing members; and
- 2.3.10. Preparing a report for the ADEA CEO by 30 June each year.

3. Deliverables

- 3.1. Identification of issues of professional practice interest or concern is raised through SIG members' participation in the SIG forum.
- 3.2. A SIG networking meeting is available for members during the Australasian Diabetes Congress.
- 3.3. Reporting to ADEA National Office as detailed in 4.6 below
- 3.4. Completion of any activities as directed by the ADEA Board.

4. Scope / Jurisdiction

4.1. Timelines:

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

4.2. Meetings schedule:

- 4.2.1. The Convener arranges the program and agenda, and facilitates a SIG annual networking meeting during the Australasian Diabetes Congress.
- 4.2.2. The Convener or their nominated representative meets quarterly with the SIG Branch Liaisons.
- 4.2.3. The SIG members meet informally at other times through their engagement in the ADEA's online SIG forum.

4.3. Authority:

- 4.3.1. The Convener and members **do not** represent ADEA to external organisations and stakeholders.
- 4.3.2. The Convener, in collaboration with the membership, represents members' professional practice interest through their reporting to the CEO.
- 4.3.3. The SIG is established at the discretion of the Board.
- 4.3.4. From time to time 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.
- 4.3.5. The ADEA National Office maintains the ADEA SIG online forum. Where an SIG is unable to identify a member to moderate its forum, an ADEA member who is not a member of the SIG may be engaged by ADEA National Office to do this.

4.4. Internal communication:

- 4.4.1. Communication between SIG members is through the ADEA online SIG forum and during the annual networking meeting during the Australasian Diabetes Congress.
- 4.4.2. Communication must meet expectations for professional behaviour as per the ADEA Code of Conduct.
- 4.4.3. Written communications, such as the annual activities plan and report, agenda and minutes are to be provided to National Office for distribution to the SIG Membership and SIG Branch Liaisons.

4.5. External communication:

- 4.5.1. The Convener and/or members **must not** communicate to external parties on behalf of the ADEA.

4.6. Reporting:

- 4.6.1. The SIG convener develops, in conjunction with the membership, an annual activities plan and provides a one page summary of this plan to the CEO by 30 April each year for approval. The plan must include:
 - Three to five key priorities for the SIG
 - Topics to be presented and discussed on the SIG's forum
 - Forum moderators for each of these topics
 - Topics to be presented and discussed at the Australasian Diabetes Congress meeting.
- 4.6.2. The SIG Convener provides a one page report, on behalf of the SIG membership, of achievements against the annual activities plan to the ADEA CEO by 30 June of each year for inclusion on the ADEA website and in other ADEA publications.
- 4.6.3. 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:

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

5.2. Funding and/or budget:

- 5.2.1. The SIG is **not** allocated funding through the ADEA budget, but is provided with space to meet face-to-face at the Australasian Diabetes Congress.

6. Governance

6.1. Decision making:

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

6.2. Record keeping:

- 6.2.1. The SIG Convener prepares the agenda and program for the annual networking meeting.
- 6.2.2. The SIG Convener forwards all documents e.g. agenda, minutes, activities plans and reports to the ADEA National Office.

7. Related policies and procedures

[ADEA Constitution](#)

[ADEA By-laws](#)

[ADEA Code of Conduct for Diabetes Educators](#)

[ADEA Social Media Policy](#)

[ADEA Volunteers Working from Home Policy](#)