

Charge of Special Interest Group



Charge:

Special Interest Groups (SIGs) are member communities organized around topics of interest, practice areas, and/or care models. Special Interest Groups are charged with:

- Promoting member engagement within their respective communities and SHM at large
- Setting SIG goals and projects annually, and submitting semi-annual progress reports to the Membership Committee for their review and Board of Directors oversight
- Overseeing development of member communication, education, and resources related to their SIG
- Holding a Special Interest Forum on site at the SHM Annual Meeting
- Holding SIG Executive Council meetings or conference calls at least quarterly to discuss SIG strategy and progress toward annual goals and maintaining a record of those meetings
- Using SHM's Hospital Medicine Exchange (HMX) as the primary vehicle to communicate with members regarding SIG activities



Reports to:

Membership Committee. Semi-annual goal reports shall be submitted via the SHM Membership Engagement Manager for Membership Committee and Board of Directors oversight. Issue Briefings may be submitted on an as needed basis for goals and projects requiring SHM Board of Directors approval.



Establishment:

Special Interest Groups are established by action of the SHM Board of Directors. Applications to establish new Special Interest Groups may be submitted to the Membership Committee for review on a rolling basis. Endorsed applications are forwarded to the Board of Directors for approval.

Renewal: The SHM Membership Committee shall review SIG performance based on member growth and engagement, SIG activity on HMX (e.g., number and quality of discussion posts, maintenance of SIG library), progress toward stated goals and projects, and member benefit / value added. The Board of Directors may elect not to renew an underperforming SIG's charter.



Composition

Special Interest Group members must be SHM members in good standing. Recommendation for SIG Executive Council (EC) is four (4) to twelve (12) members, including two SIG leaders: a chair and a vice-chair. The chair shall nominate a member of the SIG EC to serve as a delegate to the SHM Membership Committee. SIG chairs may nominate themselves to serve in this role. While there is no strict upper limit to the size of the council, they should be able to serve the purpose of the group and handle the essential functions of the SIG while meeting self-designated goals.



Term

SIG Executive Councils shall determine their own composition annually, through a clearly defined election or application process. Except in the case of newly formed SIGs and to fill vacancies, SIG leaders shall be elected by the SIG membership and serve staggered terms of two (2) years, with the first year as vice-chair and the second year as chair, after which they should step down from the SIG leader role. As such, the SIG membership should elect one (1) new SIG leader each year. All other SIG EC members shall serve renewable terms of one (1) year. A person completing their term as chair is eligible to continue serving on the SIG EC but should not return to a SIG leader position for at least two (2) years. Members with five (5) consecutive years of service on a SIG EC should step down for at least one (1) year to allow other SIG members to participate.