

## **SPECIAL INTEREST GROUPS – CHAIR ELECT**

### **I. OFFICER DUTIES AND RESPONSIBILITIES**

#### **a. Chair-Elect**

- i. Serves one (1) year prior to assuming the three-year term as Chair of the SIG.
- ii. Serves, during this year, with the Chair to become familiar with the organizational structure of the SIG, meetings, reporting, and supervision of the SIG Officers.
- iii. Becomes familiar with SIG members' needs and resources as well as the operations of the SIG and Academy Board of Directors.
- iv. Attends the Academy leadership meeting at CSM with the Chair.
- v. Attends the SIG officers meeting with the SIG Chair and Academy Vice-President at CSM.
- vi. Becomes familiar with the role of the Chair by assisting the Chair with responsibilities including but not limited to:
  1. Submitting committee reports to the Executive Director including activities and objectives accomplished and strategic goals for the following year.
  2. Facilitates all meetings of the SIG.
  3. Serves as a clinical resource to the Academy on the specialty area.
  4. Oversees consistent electronic outreach to SIG members, e.g., newsletter, website, discussion board topics, etc.
  5. Coordinates SIG officer communication/conference calls.

### **II. EXPENSES**

- a. Special Interest Group Officers (Chair, Chair-Elect, Vice Chair, Secretary, Nominating Committee Chair) are reimbursed according to the Academy's Honoraria and Reimbursement Policy and as outlined in the annual budget toward meeting expenses per officer given that the officers participate in planned SIG activities.
- b. In addition to the travel compensation for SIG officers, each SIG is provided an annual budget intended to support programs and outreach of the SIG. This is used at the discretion of the SIG officers with priority on non-travel expenditures. Since SIG officers are compensated for travel, these funds are not to be used for additional SIG officer travel.
- c. Each officer submits expenses to the Executive Director according to the policy of the Academy.