Proposed Special Interest Group Policy
Revised March 2017

Pediatric Endocrine Society members have various backgrounds and specialized interests. Within the Society, smaller groups of investigators interested in specific aspects of Pediatric Endocrinology tend to form, and the Society can serve as a platform for the formation of such Special Interest Groups (SIGs). SIGs provide a forum for interested members to collaborate and facilitate communication in a particular area of Pediatric Endocrinology. They provide a valuable venue for our membership to network with other colleagues sharing similar interests, to provide a forum to discuss issues concerning topics relevant to the SIGs, and work towards goals that will benefit the membership of the Pediatric Endocrine Society at large. The following document is intended to provide a framework for the organization of such working groups.

1. The aims of a SIG should be within the mission of PES as detailed in the Strategic Plan, available at: https://www.pedsendo.org/about/plan/index.cfm and should be clearly stated by the SIG members. They could include, for instance, the study of a disease or group of diseases, a treatment, a biologic process, a diagnostic method, or a technology.

2. The name of the SIG should contain "PES", to avoid confusion with non-PES groups.

3. In order to constitute a SIG, a formal proposal should be sent to the PES Board of Directors by a group of PES members. The proposal should include the following:
   a. Name of the group
   b. Aims
   c. Names of the members
   d. Organization (including a SIG chair or co-chairs)
   e. Proposed activities for the next two or three years.
   f. It is particularly important to discuss how the group will constitute an added value to existing PES activities. The Board will express its opinion on the proposal within 6 months. SIG membership will be open to all PES members. In order to be as inclusive as possible and to avoid duplication of effort, SIG membership should be advertised to the entire membership of the society via email, newsletter, and the society website.

4. A SIG Chairperson should be selected from the SIG membership by majority vote. The SIG Chair will serve a 3-year term. At the end of the first term, the SIG Chair may be elected to serve one additional 3-year term. A SIG Chair may not serve for more than two terms. The SIG membership may choose to elect up to two additional co-Chairs. As with the SIG Chair, SIG co-Chairs will serve a 3-year term and may be elected to serve one additional 3-year term.

5. The SIG Chair (and co-Chairs) is/are responsible for developing the SIG agenda for the annual PAS meeting, coordinating correspondence among its members, documenting
how SIG funds were utilized, and sending a report to the Board prior to the Annual Meeting. The report should contain the following:

a. Description/agenda of the SIG meetings held since the last report
b. Number of participants at the meeting(s)
c. Accomplishments of the SIG from the previous year. Possibilities include:
   i. SIG sponsored workshop(s)
   ii. SIG sponsored abstract(s)
   iii. SIG sponsored manuscript(s)
   iv. SIG members who participated in workshop or abstract review
   v. SIG sponsored documents: clinical practice guidelines, directories, content specific manuals
d. Plans for future activities
e. A short summary to be made available to the membership via the website or newsletter.

6. PES SIGs must have a face-to-face meeting at least once per year, preferably during the PES Annual Meeting at the meeting venue, if space is available. This should be arranged by contacting PES management at least 12 months before the meeting. SIGs may meet via teleconference as needed during the rest of the year.

7. PES SIGs may suggest topics and speakers for plenary lectures, symposia, or meet the professor sessions as part of the general program of the Annual Meeting. Proposals should be made to the Program Committee Chair according to the usual timeline.

8. PES will provide the customary audio-visual support for SIG meetings at the Annual Meeting.

9. SIG Chairs/co-Chairs may be asked to participate in other PES activities, as needed, i.e., abstract review for the Annual Meeting.

10. SIGs must check the SIG section of the PES website regularly to ensure that their details are up to date. If the leadership or composition of the SIG changes, the group must ensure that the new information appears on their page of the website.

11. A member of the PES Board of Directors will act as a SIG liaison to provide oversight of all SIG activities.

12. If funding is required to support planned projects, SIGs must submit a proposal to the PES Board before the expense is incurred. All SIG-generated bills must be submitted to PES management for payment. PES SIGs may apply for grants. In order to avoid competition with funding of other PES activities, requests for support should be channeled through the Board of Directors via the SIG liaison. All monies raised by the SIG will be submitted to PES management for crediting to their appropriate account.
13. SIGs have no right to make legal decisions (such as applying for patents, filing contracts, etc.).