



Anxiety & Depression
Association of America
Triumphing Through Science, Treatment, and Education

ADAA SPECIAL INTEREST GROUPS (SIG) GUIDELINES

MISSION/PURPOSE OF ADAA SIGS

Special Interest Groups (SIGs) are a vibrant and inspirational forum for ADAA members with a common interest, such as a disorder, treatment, or population. SIGs help support ADAA’s commitment to diversity, inclusion, and equity within the mental health field. SIGs encourage collaboration, communication, education, research, mentoring, and networking focused on anxiety, mood disorders, OCD, PTSD, and related disorders. SIGs aim to both support other ADAA members with the same common interest, as well as provide education to the public and other professionals. This goal is achieved through producing articles, webinars, blogs, videos, and events and sharing ADAA content. All SIG activities are performed on behalf of the organization and require the Board of Directors’ knowledge and approval.

SIGs are member-driven and comprised of graduate students, clinicians, researchers, and academics. Participation is entirely voluntary and ADAA members can become involved with as many SIGs as desired.

SIGs are not permitted to affiliate with third-party organizations and are not representatives of ADAA. Statements of official positions on societal, professional, and other issues can be issued on behalf of ADAA only if the position has been approved by the ADAA Board of Directors. Members of SIGs, like members of ADAA, cannot make public statements on behalf of ADAA.

The ADAA Board has an official SIG Liaison. This person is the SIG Chairs’ point of contact with the Board. In addition, there is a designated ADAA staff member with whom the SIG chairs should connect with about SIG matters.

OVERVIEW

CREATING A NEW ADAA SIG

- **Criteria**
 - There is no other existing/active SIG with the same area of interest.
 - SIG’s mission is compatible with ADAA’s mission.
 - Must be proposed by current ADAA member in good standing.

- **Application.** [Click here to download a fillable PDF application form.](https://adaa.org/sites/default/files/Special%20Interest%20Group%20Fillable%20Application%20Form%202024.pdf) Or: <https://adaa.org/sites/default/files/Special%20Interest%20Group%20Fillable%20Application%20Form%202024.pdf>
 - Proposed name of SIG.
 - Names of 10 current ADAA members in good standing who are interested in being active SIG members, including names of at least two people who will serve as the SIG’s first Chair and Vice Chair.
 - A description of the focus, objectives, intent, and goals of the SIG, and why and how this SIG is needed and will benefit the ADAA professional/public communities.
- **Process**
 - The [completed application](https://adaa.org/sites/default/files/Special%20Interest%20Group%20Fillable%20Application%20Form%202024.pdf) (<https://adaa.org/sites/default/files/Special%20Interest%20Group%20Fillable%20Application%20Form%202024.pdf>) should be sent to sigs@adaa.org. Once reviewed and confirmed to comply with all requirements, the application will be presented to the Board of Directors for approval.

DISSOLUTION OF A SIG

- As SIGs are member-driven, the level of engagement in a SIG may fluctuate over time for various reasons. For a SIG to be successful, it must be member-driven with a core group of members who are passionate about the topic and are willing to lead and help the SIG develop content for ADAA. If a SIG’s activity has become limited to the point that it is no longer fulfilling its purpose and is unable to comply with the SIG Guidelines, ADAA may choose to dissolve a SIG with the approval of the Board of Directors. A SIG can be reestablished at any time by going through the application process.

MEMBERSHIP

- All SIG members must be ADAA members in good standing. Members of any membership level may participate in the SIGS. Any ADAA member may participate in any SIG call/event even if they have not officially requested to join a specific SIG. ADAA members who are interested in joining a SIG should email sigs@adaa.org. There is no additional cost to joining a SIG outside of ADAA membership fees. SIG Chairs are provided with a membership list on a quarterly basis. However, the [ADAA Member Online Community](https://community.adaa.org/home) (<https://community.adaa.org/home>) has the most current membership roster, and therefore SIGs should post all information about events, blogs, and meetings to the Online Community. To log on to the member community, use your email address and password used to renew your ADAA membership. If you have any questions about your password etc., please contact membership@adaa.org.

FINANCIALS

- **Expenses** – As ADAA handles all marketing and supplies for the SIGs, there should be no costs incurred by the SIGs. If there is a need to make a purchase on behalf of the SIG, the expense must first be approved by ADAA staff in writing. Email: sigs@adaa.org.

- **Income** – There should be no exchange of money within the SIG. No member may solicit financial contributions, whether directly or in-kind, for any reason (personal, professional, or charitable) from any other member.

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## LEADERSHIP

- **Chairs**
  - Length of Term – 24 months, May 1-April 30.
  - Appointment Process – Vice Chairs are assumed to take over as Chairs at the end of the term of the previous chair(s) term. However, their appointment to this role must still be approved by the Board of Directors. Outgoing Chairs should email [sigs@adaa.org](mailto:sigs@adaa.org) by March 15 of the selected incoming Chair(s) for Board approval.
  - Must be ADAA members in good standing.
    - Responsibilities
      - Posting information on ADAA Online Community Boards about upcoming events/meetings.
      - Working with SIG Vice Chairs to plan and promote SIG events.
      - Scheduling and running SIG meetings and moderates SIG events, and notifying the SIG membership of these activities
      - Helping grow the SIG community.
      - Promoting research and clinical news related to the SIG’s area of interest.
      - Highlight accomplishments of SIG members related to the SIG’s area of interest.
  - This Position is Recommended for:
    - Previous SIG Vice Chairs.
    - Active participants in ADAA who are interested in furthering the mission of ADAA as well as the special interest of the SIG.
    - Professionals who have been in the field at least three years, except for the Early Career Professionals and Students SIG.
    - Clinicians, researchers, and academics, with a preference for a balance among SIG leaders
    - ADAA members who are passionate about a particular interest area.
    - ADAA members who would like to further develop their leadership skills and be recognized as a leader in their area of interest.
  - Time Commitment:
    - Attendance at ADAA’s annual conference.
    - Email communication with ADAA staff, SIG Vice Chairs, and SIG members.
    - Participation in leadership calls.
    - Coordination of SIG events.

- **Vice Chairs**

- Length of Term –24 months, May 1-April 30; Followed by a term as SIG Chair.
- Appointment Process – Those who are interested in serving as Vice Chair should submit a statement of intent along with a CV to the current SIG Chairs and Vice Chairs by March 30. The SIG Chairs and Vice Chairs are responsible for selecting the new Vice Chairs.
- Must be ADAA members in good standing.
- Responsibilities
  - Aid in posting information on ADAA Online Community Boards about upcoming events/meetings.
  - Work with SIG Chairs to plan and promote SIG events.
  - Aid in running SIG meetings and moderates SIG events.
  - Help grow the SIG community.
  - Work with members to obtain public and professional blogs for ADAA posting/sharing.
  - Promote research and clinical news related to the SIG’s area of interest.
  - Highlight accomplishments of SIG members related to the SIG’s area of interest.
- This Position is Recommended for:
  - Active participants in ADAA who are interested in furthering the mission of ADAA as well as the special interest of the SIG.
  - Professionals who have been in the field at least three years, except for the Early Career Professionals and Students SIG.
  - Clinicians, researchers, and academics, with a preference for a balance among SIG leaders.
  - ADAA members who are passionate about a particular interest area.
  - ADAA members who would like to further develop their leadership skills and be recognized as a leader in their area of interest.
- Time Commitment:
  - Attendance at ADAA’s annual conference (Highly Recommended).
  - Email communication with ADAA staff, SIG Vice Chairs, and SIG members.
  - Participation in leadership calls.
  - Coordination of SIG events.

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EVENTS/ACTIVITIES

MEETINGS

- **Frequency** – SIGs must hold meetings (virtual and/or in-person) a minimum of four times annually. These meetings can consist of peer consultation, educational presentations, ideas for social media and website content, discussions about ways in

which to promote the SIG, etc. The SIG Chair(s) should email the SIG membership one week before any meeting with information about attendance including the Zoom link. This information should also be posted on ADAA’s online community board. At the time of the meeting, the SIG Chair(s) should sign into the ADAA-provided Zoom account to host and run the meeting.

- **Minutes** – After each meeting, the chair must send a brief email to sigs@adaa.org outlining what was discussed during the meeting.
- **Recording** – Due to the nature of the content of some SIG meetings, no SIG meeting may be recorded without prior approval by ADAA staff. Exceptions to this policy include presentations by professionals that do not include case consultations or case examples with identifiable information of patients or research participants.

ADAA ANNUAL CONFERENCE

- **Sessions** – SIGs are encouraged to submit conference proposals that combine the interest of the SIG as well as the theme of the conference. These sessions should be submitted through the regular submission process and should include the name of the SIG in the title of the session (e.g., The OCD & Related Disorders SIG Presents: Co-Occurring Conditions that Can Affect OCD Treatment). SIGs are encouraged to include multiple SIG members in the presentations.
- **Meetings** – SIGs are invited to hold annual meetings for their members at the ADAA annual conference. This is not a requirement. These meetings can consist of networking, planning for future events, educational opportunities, etc. ADAA will provide space at the conference hotel for the meeting and connect with the SIG co or vice chairs a few months before the conference with a survey to determine the date/location of the SIG meeting.
- **Awards/Scholarships** – SIGs may apply to award two people the opportunity to attend the ADAA conference (registration will be offered at a 50% discount) and present during the SIG meeting. To request these awards, SIG leaders should email sigs@adaa.org by November 30 to apply for the awards. Awardees must be selected in December, and SIG Chairs must notify ADAA of the recipients by January 3, and the recipients must register for the conference by February 28. Deadlines will be strictly enforced.

WEBINARS – Annually, SIGs must organize two webinars on content related to the SIG’s area of interest. These can be panels moderated by a SIG leader, a presentation by SIG members, or question and answer sessions on areas of interest for the SIG. They can be pre-recorded or live, based on the availability and preferences of the speakers and the ADAA staff. SIG leaders are encouraged to seek topic ideas from SIG members as well as consider news events, holidays/awareness days, and clinical and research trends. [Click here](#) to submit a professional webinar proposal, and email webinars@adaa.org with the proposed title/speaker if interested in presenting a public webinar.

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## COMMUNICATIONS

### **SOCIAL MEDIA**

- **ADAA Accounts** – The staff of ADAA manage social media profiles on various platforms, including X (formerly Twitter), Facebook, Instagram, YouTube, and LinkedIn. ADAA is happy to post announcements, events, and news on behalf of the SIGs, provided that the information is in accordance with the SIG Guidelines and ADAA is given 48 hours' notice. All posts are subject to review by ADAA staff to ensure compliance with the SIG Guidelines. To schedule a post, please email [sigs@adaa.org](mailto:sigs@adaa.org). SIGs may not have any social media accounts independent of ADAA's official accounts.

### **COMMUNICATING WITH SIG MEMBERS**

- **Email** – ADAA will provide SIG chairs with a list of SIG members as well as their contact information on a quarterly basis. This information is exclusively for the use of communicating with SIG members about SIG matters. This information may not be used for personal, professional, or other ADAA purposes. Emails from the SIG chair should always be identified as a SIG email and sent to everyone BCC, and cc'd to [sigs@adaa.org](mailto:sigs@adaa.org).
- **Online Community** – SIG leaders are encouraged to engage in ADAA's online member only community by posting about upcoming events, news, job opportunities, etc., as well as highlighting accomplishments of SIG members that are related to the SIG's area of interest.

### **PUBLICATIONS**

- **Insights and Triumph Newsletters** – ADAA leaders should inform the newsletter editor Lise Bram ([lbram@adaa.org](mailto:lbram@adaa.org)) of content related to the SIG including media appearances, research articles, and webinars by SIG members.
- **SIG Newsletter** – SIG leaders may opt to develop their own newsletters. All content must comply with the SIG guidelines and cannot conflict with the mission of ADAA. Prior to publishing, each issue of the newsletter must be approved by ADAA staff.
  - Conference meeting, sessions, activities, etc.
  - Current research of SIG members and/or relevant to SIG members.
  - Relevant news items.
  - Announcements of employment and training opportunities - which should also be posted (at no cost) on [ADAA's Mental Health Career Center](#).
  - Profiles of SIG leaders and/or members.
  - Media featuring SIG members.
  - Promotion of SIG member trainings, books, etc.

### **WEBSITE**

- **Content** - In an effort for ADAA to continue providing the most up-to-date, accurate, and evidence-based information, the SIGs are occasionally asked to provide and review certain website pages. This includes:

- Reviewing any pages with information directly related to the SIG's area of interest.
- Providing 2 blogs monthly directed toward the public and/or professional sides of the website.
- Creating short videos (about five minutes) about topics associated with the SIG's area of interest.
- **Annual Reports** – Annually, SIGs are required to provide a report on the activities of the past year as well as the goals for the upcoming year. This report will be posted on the SIG website page and shared (by the SIG liaison(s)) with the Board at the April board meeting. This report is due February 15 and should be submitted to [sigs@adaa.org](mailto:sigs@adaa.org).
- **SIG Meeting Information** – SIG leaders should ensure dates and times of SIG meetings are current and contact ADAA staff if updates are needed.

#### **COMMUNICATION WITH ADAA STAFF**

SIGs can reach out to [sigs@adaa.org](mailto:sigs@adaa.org) with requests for ADAA staff. Requests can include questions about scheduling, content creation, lists of members, etc. SIG members can also reach out to their SIG board liaison should they have a question/issue.