Policy

The Special Interest Group (SIG) brings a subset of American Society for Pain Management Nursing (ASPMN) members together who share an interest in a particular pain management subspecialty area (e.g. age group, research, modality). The SIG provides a forum for networking and collaborating. The SIG may serve as a resource on practice and professional issues as requested by the ASPMN Board of Directors (BOD). The SIG supports ASPMN’s Mission and Values and functions within ASPMN Bylaws and Policies.

Procedure

1. Structure
   a. Organized at the National level only and by consideration of a request from members interested in forming a SIG.
   b. A SIG requires a minimum membership of 10 ASPMN nurses.
   c. There is no limit to the number of SIGs a member may join.
   d. A volunteer Coordinator manages the activities of each SIG and files a report of activities to the BOD once yearly and upon request.
   e. A BOD liaison is assigned to the SIG if applicable.

2. Membership Criteria
   a. Interest in practice and professional issues related to a particular pain management specialty area.
   b. Member of ASPMN
   c. Completion of membership designation information and payment of dues if any

3. Dues
   a. Annual SIG dues will be determined by the BOD.
   b. Members may join at any time during the year.
   c. Renewal will coincide with ASPMN annual membership renewal.

4. Fiscal responsibilities
   a. SIGs will not have separate treasuries. Dues and expenses will be managed through the National Office within the ASPMN budget.
   b. Each SIG will function annually without financial losses.
   c. No SIG will enter contracts or solicit outside funding for projects without express permission from the BOD.

5. Member Benefits
   a. Roster of members searchable in ASPMN member database
   b. A minimum of two meetings per year.
   c. Discussion and networking with others interested in the pain management subspecialty.
   d. Setting SIG annual goals
6. Formation
   a. Individual(s) interested in forming an SIG will submit a BOD Project approval Form to the BOD
   b. The individual will identify, recruit members through the E-Newsletter, social media, email and website and other appropriate membership communication platforms with the support from the appropriate committee or management company personnel.
   c. Once 10 members have been identified the BOD will be notified via a second BOD Project approval form.
   d. The President will inform the SIG of its approval after review by the BOD.

7. Dissolution
   a. The ASPMN BOD may dissolve a SIG in the event the minimum number of members is not maintained and/or other defined activities are not provided.

8. Roles
   a. Coordinator role
      i. Term of 1 year or until a successor is identified.
      ii. “Intent to Coordinate” form will be sent to all current committee members with the opportunity to apply for the coordinator position the following year. The current coordinator will mentor the incoming coordinator.
      iii. Important traits for SIG Coordinator:
           1. Previous participation on the SIG is preferred.
           2. Demonstrate enthusiasm for the SIG's work.
           3. Organize, attend and facilitate the meetings.
           4. Communicate in a timely and reliable manner with the President, BOD, the Executive Staff and the SIG members as needed.
           5. Provide strong leadership and delegate appropriately.
           6. Seek creative solutions from membership to address projects and challenges.
   b. Members’ role
      i. SIG members must be current members of ASPMN®.
      ii. The SIG member’s term is for 1 year.
      iii. Members are asked to actively participate.
      iv. Complete assigned activities and submit required materials in the designated timeframe.
      v. Participate in developing goals and objectives for future activities/projects.
      vi. Display professional behavior and support the goals and mission of the SIG and that of ASPMN®.