

Special Interest Group Membership & Leadership Team Advisory Panel

Membership & Leadership Team Advisory Panel members will be an ONS member in good standing.

Functions of Membership & Leadership Team Advisory Panel Members

1. I am fully supportive of the vision, mission, values, and goals of ONS.
2. I understand that serving in a leadership capacity in an ONS Special Interest Group (SIG) requires a commitment beyond SIG membership that includes a reasonable effort to:
 - understand the roles and responsibilities of my leadership position,
 - fulfill the roles and responsibilities of my leadership position,
 - participate in conference calls or meetings that may be part of my role,
 - prepare in advance of any meetings including review of agenda items and related materials,
 - contribute to SIG work by asking good and timely questions and providing input,
 - support the activities and projects of the SIG once decisions have been made even though I may have had a difference of opinion about the matter, and
 - maintain the confidentiality of certain business and personnel matters.
3. I will support the values and behaviors agreed upon and practiced by ONS national leaders.
4. I will act ethically and identify any conflicts of interest I may have related to SIG work and disclose conflicts fully and abstain from voting on related matters, as appropriate.
5. I understand that I may be required by the ONS Board to resign from my role as a SIG leader if I do not meet my commitments in this role.
6. If anything should occur during the year that will not allow me to keep the commitments I have made to ONS, or be a positive contributor to the SIG, I will seek the help of others in keeping these commitments or will take the initiative to voluntarily resign from the leadership role.

Rev. (6/01)

SIG Position Descriptions

Special Interest Group (SIG) - a formal structure within ONS which facilitates national networking of ONS members in an identified subspecialty or interest area. Each SIG must receive approval from the ONS Board of Directors and have a membership of at least 25 ONS members in good standing who have paid ONS/SIG dues.

Membership & Leadership Team Advisory Panel- group of ONS volunteers who will act in an advisory capacity for the Membership & Leadership Director.

Membership & Leadership Director - ONS staff member who is responsible for coordination and support for SIGs and Focus Groups.

Membership & Leadership Manager Member Relations - ONS staff member who is responsible for coordination of The SIGnal, SIG Virtual Community, SIG leadership orientation and support for SIGs and Focus Groups and their members.

Membership & Leadership Administrative Assistant- ONS staff member who provides support for the Membership & Leadership Team Advisory Panel, Membership & Leadership Director, Manager Member Relations, SIGs and Focus Groups.

Coordinator - person elected as the leader for a SIG (may not be an ONS associate or student member). SIG coordinators are eligible to serve on other ONS national Project Teams. Coordinators may serve on a Task Force, Subcommittee, or as reviewers for the *Oncology Nursing Forum*. Coordinator may run for national office but must resign if elected.

Coordinator-elect - person elected as the alternate leader for a SIG, and who is expected to assume the position of Coordinator at the next change of leaders.

Co-Coordinator - person appointed by the Coordinator for the first year of a SIG's existence.

Ex-Officio - person who just completed the Coordinator term. Ex-Officio is a one-year position. The Ex-Officio may serve in other positions on national Project Teams.

Editor - person identified as having responsibility for the SIG newsletter.

Focus Group - an informal group of ONS members who have an identified interest in a subspecialty or interest area.

Contact - person identified as the primary contact for a Focus Group.

Co-Contact - person identified as the alternate contact for a Focus Group.

Work Group - Group of SIG members assigned to complete specific tasks.

SIG Virtual Community Administrator – person identified to work with the SIG leaders in posting and updating information on their individual SIG Virtual Community.