Special Interest Groups: General Information
Special Interest Groups (SIGs) are a formal structure within ONS, which facilitate networking of ONS members in an identified subspecialty or interest area. Each SIG must have a membership of at least 25 ONS members and receive approval from the ONS Board of Directors.

Purposes:
☐ To support the mission statement of ONS.
☐ To provide and promote a dynamic network for subspecialized nurses within ONS.
☐ To serve as a forum for communication within the interest area.
☐ To identify and explore patient care issues within the interest area.
☐ To address current trends and issues within the interest area.
☐ To share educational resources and clinical expertise with other SIGs, ONS Advisory Panels/Project Teams and the membership-at-large.

Membership Criteria - For an Individual to be a Member of a SIG:
☐ Membership in ONS at national level
☐ Interest in specialty area
☐ Completion of SIG section on ONS National membership application

Structure of SIGs:
☐ Organized at national level only
☐ Minimum of 25 members
☐ Adhere to bylaws of ONS
☐ Promote mission of ONS
☐ Leadership determined according to SIG policy
☐ Student and associate members at the national level may not hold office in a SIG

SIG Responsibilities:
☐ Advance the mission of ONS
☐ Identify and meet needs of SIG members
☐ Consider topic submissions for Congress
☐ Collaborate with ONS Advisory Panels/Project Teams
☐ Identify issues within specialty
☐ Attend the SIG Leadership Workshop
☐ Serve as a resource to ONS
☐ Consider submission of application for an ONS award
☐ Provide leadership and/or identify members who could provide clinical practice and content expertise and address political and legislative issues in the specialty area

SIG Requirements:
☐ Maintain at least 25 ONS members
☐ Submit completed Annual Report by June 1 beginning 2014 of each year
☐ SIGs must communicate with their membership quarterly (newsletter or communique or Virtual Community Postings
☐ Submit SIG Strategic Goals
☐ Submit conference meeting minutes
☐ Conduct Annual Meeting at national ONS Congress
☐ Communicate between the Coordinator and SIG members
☐ Communicate between the Coordinator, Co-Coordinator, Coordinator-Elect and Editor (three times a year)
☐ Communicate between the Coordinator and Membership & Component Relations Department

Benefits of SIG Involvement:
☐ Prestige of SIG membership
☐ Opportunities to network
☐ National communication
☐ Opportunity to be recognized as a national award recipient
☐ Opportunity for professional mentorship
☐ Opportunities to participate in specialty-related activities, including educational, research and practice projects available through SIG peer-review and consultation with ONS Advisory Panels/Project Teams.

SIG Group Services Provided by ONS:
☐ Assist in the preparation and coordination of all communication for SIGs
☐ Coordinate the production and distribution of SIG newsletters
☐ Serve as a resource for all SIG leaders/members
☐ Respond to questions/problems and/or refer to the appropriate ONS Department
☐ Produce all SIG maintenance and recruitment materials under direction of the Membership & Component Relation Department
☐ Prepare monthly and annual reports of SIG individual and group memberships
☐ Maintain SIG historical records
☐ Coordinate the SIG election process
☐ Coordinate SIG “Best Article” Award process
☐ Coordinate SIG Poster Award process
☐ Coordinate SIG Excellence Award process
☐ Send Letters of Agreement to SIG leaders annually (Coordinator/Co-Coordinator/Coordinator-elect or Co-Coordinator/Newsletter Editor)

SIG Membership Renewal Services:
☐ Distribute 60 day pre- and at-expiration renewal notices to ONS/SIG members via their ONS National membership application
☐ Distribute 30 day at expiration letter with inquiry regarding why member has not renewed; prepare quarterly summary of the information collected

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Services Available to SIGs and Focus Groups

<table>
<thead>
<tr>
<th>Service</th>
<th>SIG</th>
<th>Focus Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newsletter</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Communiqués</td>
<td>yes</td>
<td>yes</td>
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<td>Business Cards (optional)</td>
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<td>no</td>
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<tr>
<td>Elections</td>
<td>yes</td>
<td>no</td>
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<tr>
<td>Access to Project Funding</td>
<td>yes</td>
<td>no</td>
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ONS Leadership Update
An ONS leadership publication produced bi-monthly.
All SIG leaders are encouraged to submit articles regularly.

Service | SIG | Focus Groups
---|---|---
SIG Virtual Community | yes | no
A site that ONS, as well as, SIG members can visit to get the latest SIG general and leadership information, newsletters, minutes, etc. Members can participate in discussion forums.

Focus Group Virtual Community | no | yes
A site that ONS, as well as, SIG members can visit to Contact other Focus Group members via discussion forums.

Meeting space at Congress | yes | if available

Marketing Support (*ONS Connect, ONF, Fact Sheets, recruitment campaigns*) | yes | yes (limited)

Telephone Reimbursement (January 1 – December 31)
- $50/year for Coordinator | yes | no
- $50/year for editor | yes | no
Note: Coordinators may allocate a portion of the telephone budget for calls made by other SIG leaders or work group leaders. The editor may allocate a portion of the editor’s telephone budget for calls made by associate editors.

Conference Calls | yes - pending budget | no
Note: Conference calls must be approved through the ONS office in advance.

Poster Display/Reimbursement ($100 annually) | yes | no

Scrapbook Reimbursement ($12/year) | yes | no

Postage for Coordinator ($20/year) | yes | no

Transfer of Records ($35) | yes | no
Note: This money is intended for the transfer of records from an outgoing coordinator to an incoming coordinator, but may be used to transfer records from an outgoing editor to an incoming editor. The total may not exceed $35 for all transfers.

Collaboration with ONS Project Teams | yes | yes

Consultation re: ONS issues | yes | yes

Assistance in meeting planning | yes | yes

Staff support | yes | yes (limited)

ONS Website Support | yes | yes (limited)

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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 dues.

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

**Membership & Component Relations Director** - ONS staff member who is responsible for coordination of membership and support for SIGs and Focus Groups.

**Membership & Component Relations Manager of Membership & SIG Relations** - ONS staff member who is responsible for coordination of SIG leadership orientation, review and approval of communiqués/newsletter content and support for SIGs and Focus Groups and their members.

**Membership Specialist** - ONS staff member who provides support for the Membership & Leadership Advisory Panel, Membership & Component Relations Director, Manager Member Services, 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 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.

**Co-Coordinator** – two persons serving as coordinators during the same timeline. This is a pilot position at this time.

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

**Associate** – **person appointed by the Coordinator or the SIG members 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.

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