



ISBNPA SPECIAL INTEREST GROUP (SIG) POLICY AND PROCEDURE

The International Society for Behavioral Nutrition and Physical Activity (ISBNPA) is an interdisciplinary organization for professionals interested in behavioral nutrition and physical activity. The primary purpose of the special interest groups (SIGs) is to provide forums for ISBNPA members who have a shared interest in a particular topic that is clearly within the scope of the society's mission. The role of ISBNPA is to facilitate and support these groups, which will in turn contribute to professional dialogue and promote the field.

Formation of New SIGs

Any ISBNPA member, or group of members, may propose the formation of a new SIG. The member(s) should submit a one- or two-page document describing the title and focus of the proposed SIG, and also indicate who will be the proposed chairs of the new SIG. The proposal should provide sufficient information so that the ISBNPA SIG Committee can assess the merits of the proposed new SIG, and to assess potential overlap with existing SIGs. The proposal should demonstrate that there will be good support for the new SIG. For example, through listing previous symposia and/or workshops that align with the proposed SIG theme, and that were organized by those who propose the new SIG; or through listing the names of a group of ISBNPA members that would like to see the new SIG established. The proposal should be submitted to the ISBNPA SIG Committee Chair. Please note that new proposals may not always be accepted and/or evaluated. Contact the ISBNPA SIG Committee Chair to determine whether or not ISBNPA is accepting proposals for new SIGs.

The SIG proposal initiators will be notified with a decision by the ISBNPA SIG Committee Chair. The formation of a new SIG will also be announced using normal ISBNPA communication channels (website, social media, newsletter). While approved SIGs will be supported by ISBNPA, the new SIG leaders will be responsible for the success of the new SIG, as well as for attracting ISBNPA members to join the new SIG. SIG leaders can also apply other strategies for reaching potential SIG members (e.g. newsletter, emails, etc.). When people become ISBNPA members (or renew their membership) they will also be able to indicate whether they want to become a member of the new SIG, as it will be added to the list of already existing SIGs.

All approved SIGs will be provided with time and space to convene at the ISBNPA annual meeting. the Scientific Program Committee will determine the details of this meeting on a year by year basis. In addition, each SIG will be provided with a 'SIG starting package' which contains information on services provided by the society to the SIGs to ensure optimal running. It contains instructions for: 1) a SIG-specific e-mail address; 2) the use of the ISBNPA social media platform; 3) the newsletter system including template; 4) obtaining small funds for SIG related activities; and 5) making use of a dedicated SIG-specific webpage on the ISBNPA website

SIG Leadership

Each SIG will have a chair, who should serve for a period of two years (minimum = 1 year; maximum = 3 years). In addition, one or more co-chairs should be named to ensure continuity should the chair unexpectedly step down from their role (e.g., due to illness). SIGs should aim for a continuation of their leadership and not replace all (co-)chairs at once, but rather have a rotating system. The SIGs are free in deciding how chairs will be replaced, but need to act in the

best interest of the SIG, so that it is healthy and thriving. Nevertheless, SIGs should aim to be democratic and involve their members as much as possible in selecting new leaders.

All SIGs are also encouraged to recruit a number of 'SIG officers'. These officers are dedicated SIG members who are keen to help with the running of the SIG, so the load for the optimally functioning SIG does not only rest with the SIG Chairs. A strong SIG structure will ensure continuity, and have ample capacity to organize SIG activities.

All SIG Chairs and officers are required to be current ISBNPA members.

SIG Activities

Activities of individual SIGs will be determined by their chairs, officers and members, though they should align with the overarching aims and [purpose of ISBNPA](#).

Time will be allotted during each annual ISBNPA meeting for SIGs to meet. SIGs are free to decide how to use allocated time at the annual meeting; however, with the exception of a SIG's first meeting, they should limit 'process and operational' activities to a minimum. The focus of activities during the SIG meeting at the annual ISBNPA meetings should relate to the SIG topic and content, and/or facilitate networking with SIG members. As mentioned earlier, newly formed SIGs may use their first meeting to develop an organizational structure, an acceptable description of the SIG purpose and activity plan for the following year (but they may also do this via e-mail or during a web-conference and focus on content instead at the annual meeting).

SIG activities may include discussions of topics of interest, presentations, webinars, circulate newsletters, social events, share information through social media, organize awards, suggest keynote speakers for future annual meetings, plans for activities during the following year, write a joint paper/ position statement and/or agenda-setting piece, share data, agree on definitions, etc.

SIGs are also encouraged to submit proposals for oral/poster presentations, satellite meetings, workshops and symposia in line with normal submission guidelines for inclusion in the annual meeting program (in addition to the allotted meeting time). Submissions will be assessed using the same criteria that apply to those received from any individual or group of individuals affiliated with ISBNPA.

SIG Membership Criteria

Membership in a SIG is determined by current membership of ISBNPA and by an interest in the SIG's identified topical concern. SIGs may not establish other exclusionary criteria for membership.

The ISBNPA acknowledges that it may be difficult for SIG chairs to assess the ISBNPA membership status of their SIG members (because it changes over time), and do not wish for SIG leaders to spend time and effort in assessing membership status. However, SIG chairs should strive to recruit new SIG members from existing ISBNPA members or should encourage potential non-members of relevance to join ISBNPA. All SIG activities are to be aimed at ISBNPA members.

SIG Responsibilities and Minimum Expectations

The SIG Program is maintained by ISBNPA as a service to its members. SIGs exist to serve subsets of the ISBNPA membership. Therefore, SIGs are accountable to their membership and to ISBNPA. At their discretion, the ISBNPA Executive Committee may dissolve any SIG at the recommendation of the ISBNPA SIG Committee.

To remain an ISBNPA SIG, the SIGs should aim to achieve the following criteria:

- Maintain a minimum of 15 members and actively work towards increasing membership.
- Have strong and continuing leadership.
- Organize activities compatible with the aims, purposes and practices of ISBNPA.
- Provide information on the planned activities for the SIG meeting during the conference in advance, so that it can be incorporated into the program book and conference attendees know what to expect when attending a specific SIG meeting.
- Organize at least one other activity during the annual meeting (e.g., workshop, symposium, satellite meeting or a social activity outside the official conference program).
- Organize at least one activity that is not associated with the annual meeting (e.g., webinar).
- Maintain regular contact with SIG members (e.g., through a newsletter).
- Annually report on activities to the SIG Committee and the Executive Committee (the 1-page reporting template is available from the SIG Committee Chair).

Failure to meet these criteria for an extended period of time, except under circumstances found acceptable by the Executive Committee, will result in the group's removal from the SIG program.

SIG Funding

Each SIG will be able to apply for a maximum of \$1,500 USD per year to support SIG activities. SIGs will be able to apply at any time during the year, and the balance will be reset at the end of each year (each new year will start after the annual meeting). To apply for funding the '*SIG Funding Application Form*' needs to be completed and provided to the SIG Committee Chair (the form is available from the SIG Committee Chair). The SIG Committee will prepare a decision whether or not to approve the funding application, which needs approval by the EC. There are no strict limits as to what the funding can be used for, other than that the funds must be used to support SIG activities, and thus strengthen the SIG and (indirectly) benefit ISBNPA as a whole. If requests are deemed unsuitable they will not be funded. It will no longer be possible to award monetary funds to best oral/abstract/early career researcher etc. (but funds can be used to buy a trophy or certificate). For successful applications, electronic copies of receipts for expenses made will need to be provided to the Treasurer, so that they can be reimbursed through PayPal (meaning those who incur costs will need to have an e-mail address that is associated with a PayPal account). We understand that having to prepay costs may be inconvenient, however the international nature of ISBNPA prohibits directly paying suppliers for services or goods. Receipts will be matched with approved funding applications, and the approved amount of each funding application is limited to which costs will be reimbursed.

ISBNPA SIG Committee

The ISBNPA SIG Committee consists of a chair (EC member), a deputy chair (EC member), and up to five members (who should be member of ISBNPA, but not necessarily of the EC). The Executive Committee appoints the SIG Committee. The SIG Committee Chair serves for two or three years.

The SIG Committee currently includes the following members:

- Jeroen Lakerveld (Chair, EC member)
- Richard Rosenkranz (Deputy chair)
- Holly Harris
- Cindy Forbes
- Jayna Dave

The SIG Committee is supported by the society's Executive Director, the Executive Director's assistant, and the Treasurer.

All SIG Committee members gather at least twice per year: 1) in person at the ISBNPA annual meeting, usually just before the official opening reception; and 2) mid-year using an online

platform. The individual SIG chairs will be invited to these meetings.

For further information or questions, please contact the current ISBNPA SIG Committee Chair:
Jeroen Lakerveld (Chair): j.lakerveld@vumc.nl (EC Member)

or

António Palmeira: executivedirector@isbnpa.org (Executive Director)