

## **Allergic Diseases SIG Leadership Roles and Responsibilities**

All Allergic Diseases SIG leadership positions are 2-year commitments. Co-Chair positions are filled through self-nomination. If multiple individuals self-nominate, a vote will be taken by the SIG membership prior to the SPP annual conference. SIG Co-Chairs appoint all other chairs based upon self-nomination. All new leadership board members assume their roles immediately following the annual conference.

### **Co-Chair\* Responsibilities**

The Co-Chairs are responsible for overseeing and facilitating the activities of the Allergic Disease SIG, consistent with our mission to foster professional collaboration among clinicians and researchers with an interest in understanding the psychosocial experience of children with allergic diseases and their families. Specific responsibilities include, but are not limited to the following:

- Appoint SIG leadership board positions through a self-nomination process.
  - Coordinate and lead regular SIG leadership board meetings (approximately 6 times per year).
  - Facilitate identification/development of SIG priorities for the year.
  - Support the Research Chair in facilitating and disseminating scientific work focused on the psychosocial aspects of pediatric allergic diseases.
  - Support the Clinical Chair in developing and disseminating resources for the clinical care of children with allergic diseases and their families.
  - Coordinate SIG programming (webinars, “conversation hours”).
  - Coordinate/collaborate with other SIG members on the submission of proposals for SPPAC programming (e.g., research symposium, professional development workshop).
  - Coordinate review of student posters for SPPAC SIG poster award in collaboration with Research and Clinical Chair.
  - Identify opportunities to build SIG membership.
  - Attend annual SIG chairs meeting (typically held during SPPAC).
  - Complete SIG reports as requested by SPP.
  - Designate use of annual funding allocated to SIGS by SPP.
  - Respond to administrative requests from SPP.
- \*One new co-chair is elected annually to support continuity in the work of the SIG

## **Research Chair Responsibilities**

The Research Chair is responsible for facilitating, supporting, and disseminating scientific work focused on the psychosocial aspects of pediatric allergic diseases to the SPP membership and the broader public. Specific responsibilities include, but are not limited to, the following:

- Maintain, with student support, the Measures Database, which is updated annually and housed on the SIG webpage.
- Generate ideas and solicit written contributions for the research summary articles for the newsletter, which provide a brief overview of a recent article, research finding, conference proceedings, or other scholarly project.
- Take a lead role (unless another SIG member is the lead) on preparing and submitting a major submission (i.e., symposium or workshop) to SPPAC each year, often in collaboration with another SIG.
- Collaborate in planning research-focused webinars and “conversation hours.”
- Collaborate with the Social Media chair around dissemination of research findings related to psychosocial aspects of pediatric allergic diseases.
- Foster research collaborations across researchers and institutions, particularly during the annual SIG meeting at SPPAC.
- Announce the call for student poster awards prior to the annual SPPAC meeting; field submissions; and organize the submission review process.
- Attend and participate in SIG leadership board meetings.
- Future directions:
  - Organize and prepare a manuscript from the SIG to publish in either a psychology or allergy journal.

## **Clinical Chair Responsibilities**

The Clinical Chair is responsible for organizing, promoting, and disseminating clinical efforts in Pediatric Psychology within allergic disease populations. Specific responsibilities include, but are not limited to:

- Address clinical challenges and treatment options to both the SIG and Div 54 via newsletter articles.
- Organize and disseminate a database of clinicians who treat those with allergic diseases, together with the Communications chair.
- Facilitate the sharing and development of clinical resources to be used across institutions to enhance the care of individuals with allergic diseases.
- Encourage ongoing collaboration with medical colleagues across institutions to ensure Pediatric Psychologists remain current in our work.
- Collaborate in planning clinically-focused webinars and “conversation hours.”
- Collaborate with the Social Media chair around dissemination of clinically oriented content related to psychosocial aspects of pediatric allergic diseases.
- Provide support in evaluating student poster award submissions for SPPAC.
- Contribute to SPPAC submissions, together with other leadership board members.
- Attend and participate in SIG leadership board meetings.
- Future directions include:
  - Create a forum for clinicians/SIG members to share and exchange ideas, resources, and tools to enhance clinical work with the allergic disease populations.
  - Together with the student representative, focus on growth of clinical training opportunities in allergic diseases for students in Pediatric Psychology.

## **Communications Chair Responsibilities**

The Communications Chair is responsible for fostering professional communication and disseminating information among members of the Allergic Diseases SIG as well as the larger Division of Pediatric Psychology. Specific responsibilities include, but are not limited to:

- Creation of a semi-annual newsletter which focuses on SIG updates, relevant clinical resources, and research developments
- Maintaining the SIG membership database and contact list, which is held in a shared google drive
- Updating the provider directory to reflect current SIG members who provide clinical services and offer training opportunities
- Providing the SPP webmaster with relevant materials to update the SIG website (e.g., leadership bios, newsletters)
- Attend and participate in SIG leadership board meetings.
- Future directions include:
  - Cultivate a more robust SIG webpage that includes clinical and research resources for the allergic diseases community
  - Develop new ways to disseminate communications to the SIG membership (e.g., social media platforms)

## **Social Media Chair Responsibilities**

The role of the Social Media Chair is to create, organize, and disseminate information via social media channels to increase visibility and communication about our work among psychologists and larger community. Specific responsibilities include, but are not limited to:

- Create social media handles for the SIG.
- Disseminate information about SIG activities, including programming.
- Identify and create allergic disease-specific content, together with SIG board members, for dissemination to the broader community.
- Collaborate with the Communications Chair.
- Attend and participate in SIG leadership board meetings.
- Contribute additional ideas for dissemination of content consistent with our SIG mission.

## **Student/Trainee Representative\* Responsibilities**

The student representatives are responsible for helping to support the Allergic Diseases SIG activities that assist in promoting and disseminating clinical and research efforts in Pediatric Psychology within allergic disease populations. Specific responsibilities include, but are not limited to:

- Assist with planning for SIG projects including conference programming, manuscripts, newsletters, and research collaboration.
- Generate creative content for the semiannual newsletter and the SIG meeting at SPPAC
- Maintain minutes of bi-monthly leadership meetings.
- Support existing database of measures for research in allergic diseases in collaboration with research chair.
- Attend and participate in SIG leadership board meetings.
- Future directions include:
  - Encourage growth of training experiences in allergic diseases for students in clinical psychology programs.
  - Develop resources for trainees noting training sites with opportunities in allergic diseases.
  - Investigate food allergy knowledge among pediatric psychologists (and trainees) to inform future trainings or resource development

\*Two representatives, with one new representative elected annually.