# SPECIAL INTEREST GROUP (SIG)

# STATUS REPORT TO THE SPP BOARD OF DIRECTORS

|  |  |
| --- | --- |
| **Date:** |  |
| **SIG Name:** |  |
| **SIG Chair(s):** |  |
| **Other SIG Leadership**  **(names & positions):** |  |
| **Current # of SIG Members:** |  |

# SIG Activities in Past Year

*Please indicate if your SIG has conducted any of the following activities this past year by checking Yes or No and adding a description of your efforts/the activity. You may attach a pdf copy of any newsletters or public-facing materials your SIG has developed. Note: The SPP Board does not expect SIGs to do all activities!*

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Yes | No | Description |
| Does your SIG have a listserv? |  |  |  |
| Have you updated your SIG page on the SPP website to reflect current leadership and contact information? |  |  |  |
| Does your SIG have an external website that is regularly maintained? (please list url and describe general purpose) |  |  |  |
| Does your SIG have any social media accounts? (please list and describe how they are used). |  |  |  |
| Did your SIG send a newsletter or other form of regular communication with members? |  |  |  |
| Did your SIG hold member meetings outside of SPPAC (e.g., phone or video conferences, journal clubs)? |  |  |  |
| Did your SIG get feedback from members for desired activities (e.g., member survey)? Please describe how that information is used. |  |  |  |
| Did your SIG give out any awards? |  |  |  |
| Did your SIG have any publications (e.g., peer-reviewed articles, Progress Notes article)? |  |  |  |
| Did your SIG develop any resources for SPP members or the public (e.g., Fact Sheets, patient/family-facing materials)? |  |  |  |
| Did your SIG conduct any research projects? |  |  |  |
| Did your SIG collaborate with other SIGs or organizations on any projects or presentations? |  |  |  |
| Did your SIG host any webinars? Please list names of speakers, titles, dates, and number of attendees. |  |  |  |
| Did your SIG hold a meeting at SPPAC? Please describe general agenda/activities. |  |  |  |

# SIG Goals

What were your SIG’s top 3 goals from last year? Please list and indicate your progress towards achieving.

|  |  |
| --- | --- |
| Goal 1: |  |
| Progress: |  |
| Goal 2: |  |
| Progress: |  |
| Goal 3: |  |
| Progress: |  |

What are your SIGs top 3 goals for the coming year? What outcomes will you use to measure success?

|  |  |
| --- | --- |
| Goal 1: |  |
| Metrics: |  |
| Goal 2: |  |
| Metrics: |  |
| Goal 3: |  |
| Metrics: |  |

Finally, please use the space below to provide any additional information about your SIG’s efforts in achieving goals, growing your membership, or fulfilling your mission.

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