

## **CAG Special Interest Groups Terms of Reference**

### **Purpose**

CAG Special Interest Groups (SIGs) exist to support professional development and deepening of networks in focused areas of gastroenterology practice and research. A SIG's primary purpose is to act in the best interests of the Association, including being integral to the pursuit of the Association's mission and objectives. ***The CAG will pilot this SIG initiative with the approval of up to two SIG applicants during the 2017-2018 period.***

### **Scope**

The role of a SIG is for the promotion and encouragement of the study, research and advancement of the science and practice of gastroenterology in Canada and fostering discussion, cooperation and debate among members of the Association.

SIGs are to support members in pursuit of special interests within the Association, to aid in forming and maintaining liaison among those with special interest, and to provide advice to the Association, as needed, on issues related to the SIG's area of interest. A SIG will have no formal reporting structure to the CAG.

### **SIG Membership Eligibility**

Any member (regular, trainee, or affiliate) of the CAG is eligible for membership of a SIG. SIG members are volunteers.

### **CAG SIG Support**

In general, the CAG will not provide resources, financial or otherwise. The CAG may provide support by;

- Listing of SIG details/advertisement of the SIG on the CAG website, facilitation of membership communications (web portal), posting of SIG activities and/or events.
- Providing a conference line to carry on regular electronic meetings.
- Providing meeting space for the SIG, as available, at the annual CDDW™ meeting.

In certain circumstances the CAG may work with the SIG to hold a SIG driven workshop, webinar, etc. Any such event must follow the CAG process for co-developed accredited activities (details can be provided upon request by contacting the [CAG Office](#)).

### **Application Process**

The following information must be provided to the CAG National Office through completion of the online application form at <https://www.cag-acg.org/cag-sigs>. A SIG application may be submitted at any time. The application requires the following documentation:

1. A one to two page proposal that provides an overview of the proposed SIG, a rationale and justification for the SIG, the primary aims for the SIG, and a plan for the first year.
2. A letter which identifies the proposed SIG Chair (with a copy of their CV).
3. A list of at least ten CAG members who have confirmed interest in the SIG.

### **SIG review and approval process**

1. SIG applications are reviewed by the CAG Operations Committee.
2. The Operations Committee will endeavour to review applications and respond to the applicant within six weeks.

### **SIG Requirements**

1. A SIG is required to meet a minimum of twice a year, is responsible for establishing its structure and plan, should have a Chair and secretary, keep a record of meetings and activities, have clearly stated goals, and an annual plan.
2. A SIG must provide a short report (one page) to the CAG Operations Committee by December 31<sup>st</sup> of each year. The report should list SIG meeting dates, attendees, activities during the past year, plans for the following year, and any recommendations to the CAG. The annual submission form can be found at this URL <https://www.cag-acg.org/cag-sigs>. Reports will be reviewed by Administrative Affairs