



## **Program Guidelines:**

### **About:**

The International OCD Foundation brings together a diverse group of stakeholders that share a common interest to participate in OCD and related disorder discussions, networking, education, resource development, and/or research. Special Interest Groups (SIGs) are developed to cultivate purposeful initiatives that support and advance IOCDF's mission to help those affected by OCD and related disorders. SIGs operate semi-independently and vary in content, structure, and activity level.

### **Creating a SIG:**

Individuals interested in starting a SIG should start by submitting a description of the proposed group along with evidence of interest (i.e., 5-7 individuals) from the OCD and related disorder community. The description should include the primary objectives and the purpose of forming a group around a specific target audience or topic. New group proposals need to be clearly distinct from areas already covered by established SIGs. Due to the evidence-based nature of the IOCDF, all SIGs must have at least one mental health professional member. Submissions will be reviewed by IOCDF staff and approved by the Executive Director.

### **Expectations of SIGs:**

- Actively engaged in activities and/or working towards initiatives that are compatible with the goals, purposes, and practices of IOCDF
- Operates independently with an assigned IOCDF staff liaison to assist with program support
- Host recurring meetings throughout the year, including an opportunity to meet in-person at the Annual OCD Conference
- Establish leadership in the group to serve as the main contact, perform administrative duties, and maintain groups involvement
- Annually update SIG's Spotlight listing on the IOCDF website to include current goals and accomplishments
- Must have a least one mental health professional member
- Participate in at least one activity per year that contributes to enhancing IOCDF's resources, written content, and/or conference offerings. All suggested content updates for the website must be reviewed and approved by IOCDF staff liaison. All conference-related ideas (topics, socials, events, etc.) need to be submitted through the IOCDF proposal process.
- Evidenced-based principles must be reflected in all content and resources developed
- Share membership contact information, any data collected, or research findings with IOCDF upon request

## Membership Responsibilities:

### SIG Leaders:

- Primary contact for the group
- Schedule recurring meetings throughout the year, send calendar invites, and develop agenda
- Determine how often the group should meet based on goals and objectives
- Encourage an environment that is committed to diversity and inclusion
- Maintain a list of members and encourage recruitment of new members
- Work closely with the staff liaison to communicate and coordinate new initiatives, awareness campaigns and other support that may be needed
- Establish the best communication channels for your SIG members
- Organize and track initiatives related to proposed conference ideas, and/or contributions to written content (blogs, updating website content, etc)
- Hold the responsibility of adding or removing members in their group
- Staff liaison should be kept in the loop of all activities, such as including them on email communications and sending them invites to meetings

### All SIG Members:

- Be committed to the purpose of the SIG and participate in meetings
- Be mindful of requests and meet deadlines
- Help promote the mission and values of the IOCDF
- Must not use materials created by the SIG for the benefit of another organization without prior approval
- Be respectful of all members
- Must be 18 years of age or older unless otherwise granted permission from a minor's parent or guardian
- SIG members are volunteers and do not receive compensation

## SIG Activities and Initiatives:

Activities and initiatives are developed by the SIG to best serve the needs of the target audience or topic. SIG goals and initiatives need to align with the mission or values of the organization. Initiatives that would require financial support will need to be presented as a proposal to the IOCDF for approval. Here are some parameters to consider when developing goals and objectives:

- We encourage you to host professional peer consultations (for mental health professional groups), discussion groups, and/or networking opportunities.
- Do not offer support groups or other activities that could be misconstrued as treatment. Support groups are a great resource but should operate outside of the SIG. Consider developing resources/tools to help support groups.
- Any activities focused on engaging children or adolescents needs approval by IOCDF
- Do not "reinvent the wheel". Research the resources that IOCDF already offers. How can you add or improve to what already exists?
- Consider the longevity and sustainability of the resources the SIG is wanting to offer.
- Inform IOCDF when partnering with outside organizations that are not already considered **strategic** or **global** partners.

## Dissolution of a SIG:

Groups are created and dissolved as particular interests increase or decrease in importance. IOCDF holds the right to dissolve any group for any reason. A SIG will be dissolved if:

- There is a growing lack of interest, members not staying engaged, struggling to keep initiatives going, etc.
- The purpose of the SIG forming has been achieved
- There isn't anyone stepping up to take leadership
- The group is not adhering to the values and mission of IOCDF

## How does IOCDF help support SIGs?

SIGs run semi-independently with the support of IOCDF. SIGs can expect to receive:

- Meeting space at annual in-person conference
- Use of IOCDF's Zoom account for meetings when needed
- Listing on the IOCDF's website
- Access to Staff Liaison
- Promotion of group activities that are for the OCD and related disorder community
- Announcing group formation to members of IOCDF through social media and newsletters
- Collaborate and support on larger scale event ideas that may need additional staff or technology support
- Executive Director and/or Board of Directors will review proposals that may require financial support to achieve
- Use of IOCDF's resources upon request (such as creating surveys, interest forms, etc)
- Implementation of the website content, blog, newsletter articles, video content, etc.

## What is the difference between a Task Force and a SIG?

Task Forces are formed on an "as needed" basis to accomplish a specific, time-sensitive project and remain in place until the completion of the project. Task Forces are small working groups made up of experts in a specific field of knowledge or practice. Whereas, SIGs are designed to be ongoing and bring together members with a common interest.