

## Application & Requirements to Create a New AcademyHealth Interest Group

AcademyHealth's Interest Groups (IG) are member-led and provide AcademyHealth members with volunteer leadership opportunities, professional development and engagement opportunities throughout the year. The Interest Groups are led by seven to twelve volunteer members who comprise each IG's advisory committee. The role of the IG advisory committee is to set the annual agenda and manage the activities for the group. AcademyHealth's role is to provide guidance and support to the IG advisory committees.

### Submitting your Proposal for a New AcademyHealth Interest Group

1. The creation of a new IG can be proposed by AcademyHealth members or staff. To propose a new IG focus, individuals must first contact the AcademyHealth Membership Director and confirm that the proposed IG supports AcademyHealth's mission and is not duplicative with other IGs, initiatives, groups or councils.
2. Upon confirmation of the opportunity to move forward, a written proposal needs to be submitted to the AcademyHealth Membership Director. The proposal will then be presented to the AcademyHealth Membership Committee during their next meeting. A submission to create new IG (see application on page 15) requires:
  - a. Name, title, affiliation and contact information of main point of contact;
  - b. IG Topic name;
  - c. Brief description of topic;
  - d. How topic is being/has been addressed in health services research;
  - e. Why you think AcademyHealth members would benefit from this new Interest Group;
  - f. How the new IG supports AcademyHealth's mission; and
  - g. List of AcademyHealth members, including their affiliations, who support the formation of the proposed IG.
3. Once submitted and evaluated by staff, the proposal will be presented to the AcademyHealth Membership Committee,\* which evaluates potential IGs on a number of criteria, including:
  - a. Fit with AcademyHealth's vision and mission;
  - b. Interest in topic expressed by AcademyHealth members;
  - c. Lack of redundancy with topics covered by existing Interest Groups;
  - d. Availability of adequate resources, including adequate fundraising for meetings, webinars and additional activities; and
  - e. Likelihood of long-term sustainability by volunteers.

4. The Executive Committee will then vote to officially accept the proposed IG and the final decision will be relayed to the submitting member via email.
  - a. If approved by the Executive Committee, the proposed IG becomes a provisional IG for up to two years; and
  - b. If not approved, the member(s) proposing the IG will be advised that the topic is not accepted as proposed and be provided feedback on the specific reasons. The member can refine or adjust the proposed topic and resubmit. Only one resubmission will be allowed every five years.
5. If at any point an IG is not able to sustain itself via volunteer leadership (i.e., members do not volunteer to serve as an IG advisory committee member) and AcademyHealth has made a concerted effort to recruit volunteer leaders, the IG may be discontinued and removed from the AcademyHealth website. All registered members will be informed that the IG is no longer operational due to the lack of volunteer leadership.

*\* The Membership Committee meets three times a year in the winter, summer and fall.*

### AcademyHealth Support for IGs

Upon approval and while an active IG (including IGs in provisional status), the IG will receive the following support from AcademyHealth:

- Listed on the AcademyHealth website;
- Advertised in the AcademyHealth booth at the Annual Research Meeting (ARM), National Health Policy Conference (NHPC), Health Datapalooza and Dissemination & Implementation Conference;
- IG listserv for IG members;
- Space to hold a 1 hour meeting at ARM (it can be a combination of an educational/business meeting);
- IG Toolkit providing suggestions on how to operate the IG throughout the year, with suggestions on engagement activities; and
- IG Meeting Materials to help you plan the annual IG Meeting.

### Re-evaluation/Discontinuation of an IG

To remain operational, IGs must have volunteer leadership in place to lead the group, establish an agenda for the year and convene either the Advisory Committee or the entire IG (via phone, webinar or in-person meeting) at least once per year. As the IG evolves, the topic must remain aligned with AcademyHealth's mission to remain an active IG.

### Moving from Provisional IG Status to Permanent IG Status

Once a provisional IG has been active for two years, the Membership Committee will review the IG to make sure that (a) volunteers are still engaged and involved; (b) the IG has been able to sustain itself with volunteer leadership and any needed fundraising for the IG's intended

Existing/permanent IGs will also be evaluated based on activity and volunteer leadership. If an IG has not offered any programs or engagement

If an IG is disbanded (either a permanent IG or a provisional IG), the IG will be removed from the website and discontinued. All registered members will be informed of the discontinuation of the IG.

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