



**SOCIETY FOR SOCIAL WORK AND RESEARCH
SPECIAL INTEREST GROUPS
FREQUENTLY ASKED QUESTIONS (FAQ)**

1. What are the SSWR SIGS?

The Society for Social Work and Research (SSWR) Special Interest Groups (SIGs) represent a diverse constellation of groups organized around a variety of social work research populations, problems, and initiatives to discuss current and future research. The area of social work research can be broad (e.g., Social Justice in Social Work Education, Research and Practice) or narrower (e.g., Rural Behavioral Health).

2. Are SIGs a formal part of SSWR's governance structure?

The SIGs are committees within SSWR's governance structure. (See SSWR Bylaws, Article V. Committees, Section 16 at <https://secure.sswr.org/about-sswr/bylaws/>.)

SIG conveners and attendees must adhere to SSWR's Anti-Harassment Policy and Code of Ethics and Procedures for Review of Member Conduct (<https://secure.sswr.org/about-sswr/sswr-anti%e2%80%91harassment-policy/>)

3. What services does SSWR provide the SIGs?

SSWR provides each SIG with a one-hour time slot on the annual conference program schedule and a meeting space. Each year approximately 60 SIGs meet at SSWR.

4. How and when are SIG meetings held in 2021?

The SIGS are meeting virtually, post-conference, from March to May 2021.

Check out the schedule for 2021 at <https://secure.sswr.org/2021-post-conference-event-schedule/#schedule>

5. How to request SIG meetings at the annual conference?

Any SSWR member may request to convene a SIG meeting at the SSWR Annual Conference. Each year there is a Call for Special Interest Groups to convene at the annual conference. The call typically goes out in June/July prior to the upcoming January conference. All pre-existing and new SIGs submit a request to convene a SIG. The convener(s) submit a short form to request a SIG meeting.

6. What information is needed to complete the SIG meeting request?

- Basic information (e.g., SIG name, convener and conveners, and anticipated SIG attendance)
- Activities (e.g., SIG meetings in addition to those held at SSWR, communications to SIG attendees)
- Legal status (is the SIG affiliated with any other organization or entity?)
- Description (100 word description of your SIG)

7. Are there requirements for SIG convener(s)?

- All conveners/co-conveners must be current members of SSWR when they request the SIG and must be members when the SIG meeting takes place.
- All conveners/co-conveners must register for the SSWR conference (in person and virtual).
- Conveners must complete a post-conference report (e.g., provide the number of attendees and a narrative summary of your SIG meeting). Post-conference, a questionnaire will be sent to you.
- Failure to adhere to these requirements will impact approval of future SIG requests.

8. Is there a list of current and former SIGs?

For the list of 2021 SIG meetings to be held virtually visit <https://secure.sswr.org/2021-post-conference-event-schedule/#upcoming>

For the list of 2020 SIG meetings <https://secure.sswr.org/2021-conference-home/special-interest-groups/>

9. May SIGs use the SSWR logo?

SIGs may request approval to use the SSWR logo in their materials. Contact Jennifer Lewis by email at lewis@sswr.org.

10. May SSWR SIGs enter into any contractual agreements, memos of understanding, etc. with other entities or make statements on behalf of SSWR?

No, SSWR SIGs may not use SSWR's name in way that create legal liabilities or results in income for the SIG or its members. SIGs may not make statements on behalf of SSWR or enter into any contractual agreements, memos of understanding, etc. without explicit approval by the SSWR Board of Directors. To request more information, please contact Jennifer Lewis by email at lewis@sswr.org.

11. May a SIG meet in person other than at the SSWR annual conference?

If a SIG holds a meeting at a time other than at the SSWR annual conference, the convener(s) must let the SSWR office know for insurance purposes.

12. Do you have any tips or guidelines for forming and developing SIGs?

The Society for Social Work and Research Special Interest Groups (SIGs) are an important component of the annual conference but vary greatly in terms of their development and activities across the calendar year. The virtual webinar (held 1/26/21) aimed to provide an opportunity for SIG conveners, or those who may be interested in developing a SIG in the future, to meet, network, and learn from the experiences of three long-running SIGs through a panel-style discussion and question and answer session. Panelists discussed their experiences developing SIGs, insights into the challenges and opportunities, and tips for organizers. Watch the webinar video at <https://secure.sswr.org/sig-development-guidelines/#video>.

13. Who do I contact if I have additional questions about SIGs?

Please contact SSWR at info@sswr.org or call 703-352-7797.