

Terms of Reference for the EHPS Special Interest Groups (SIG) initiative:

1. SIG Committee:

The purpose of the EHPS SIG Committee is to oversee each EHPS SIG activities.

The Committee responsibilities are:

- Accept/reject applications for new SIGs, as well as evaluate the continuity of each SIG in accordance to the *Criteria for supporting the SIG*
- Support each SIG by linking the EC, Easyconferences and SIG leaders
- Monitor each SIG activities (assessment of the annual report)

The EC appoints the SIG committee, who serves for 2 years. The SIG Committee is constituted by a minimum of 4 members:

- Membership Officer (Coordinator)
- Synergy board member
- CREATE representative
- One EHPS Fellow or Past Board Member

2. Application for a new SIG

There will be two annual calls for new SIGs, in March and October. Any EHPS member, or group of members can propose a new SIG

A written proposal should be submitted to the SIG Committee, and clearly indicate:

- The purpose of the SIG
- Intended activities
- Leading committee members
- Demonstrate capacity to carry out the proposed activities and engage members, by proposing adequate activities
- Show how the SIG will contribute to the impact of EHPS in health psychology to research and/or practice and/or policy & strategic goals of the EHPS

This proposal is assessed by the SIG Committee within 2 months of submission. The assessment criteria for acceptance is:

- Topic does not overlap with other existing SIGs
- Focus of the SIG is within the scope of EHPS
- There is sufficient support showing the SIG will be regularly active and engage its members (by e.g. proposing detailed and feasible activities)

3. SIG Members/leadership

- Each SIG has a leading committee, constituted by at least one chair (there can be any number of co-chairs). We strongly advise having at least one co-chair, to ensure the development and implementation of activities. We also advise the committee is composed by a mix of people in different stages of their career (e.g. early, mid-career researchers)
- The members of the SIG need to be EHPS members
- The leading committee should serve for a minimum period of 2 years.
- The leading committee is nominated by the members of the SIG. Each SIG can decide how to run this.
- There is no recommendation for the number of members of each SIG leading committee.

4. Criteria for EHPS SIGs – minimum activities

- To be supported by EHPS, the SIG is expected to run a minimum of activities per year

- a. Organize at least one activity during the EHPS annual conference (e.g. SIG meeting; symposium)
 - b. Organize at least one activity throughout the year, outside the EHPS conference (e.g. webinar/Course)
 - Maintain regular contact with SIG members throughout the year (e.g. through e-newsletter)
 - Annual report to be submitted every year to the SIG committee. A template will be provided by the leading committee
 - Maintain a minimum of 15 members
 - Based on the annual report of these activities, the EHPS SIG Committee may recommend dissolving a SIG usually due to low activity or low engagement
5. Financial support for SIGs:
- EHPS will financially support SIG activities up to 1500€/year
 - Examples of activities that can be funded by the EHPS are: open access publication lead by a SIG, invitation of a speaker to attend a SIG initiative at a conference.
 - SIGs who wish to apply for this funding, should fill in a request and send to the SIG leading committee by March and October each year, clarifying how the fund will be spent
 - Requests are revised and approved by the treasurer and EC president, after recommendation by the SIG leading committee
 - Every year the financial capacity of the society is assessed, therefore funding for the SIGs is dependent on the available budget and will be revised yearly, meaning it may increase or decrease depending on the budget and demand