



ISRII SPECIAL INTEREST GROUP (SIG) LEADERSHIP HANDBOOK

International Society for Research on Internet Interventions (ISRII)

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1. Purpose of Special Interest Groups

Special Interest Groups (SIGs) are an integral part of the ISRII community. They provide focused forums where members can connect, exchange ideas, and collaborate around shared areas of research and practice related to digital health interventions.

SIGs strengthen the ISRII mission by creating opportunities for members to:

- Network with peers who share specialized research interests
- Collaborate across institutions and disciplines
- Advance emerging areas of research and practice
- Develop leadership skills within the society
- Mentor early-career researchers and trainees

Through these activities, SIGs contribute directly to the professional development of members and to the advancement of the field of digital and internet-based health interventions.

2. Role of SIGs in the ISRII Membership Experience

SIGs are one of the primary ways ISRII delivers value to its members. Each SIG supports the ISRII membership value proposition by contributing to three core areas of engagement:

1. Connection

SIGs foster professional relationships among members with shared interests and facilitate networking across career stages and geographic regions.

2. Learning

SIGs organize educational programming that highlights emerging research, best practices, and methodological advances.

3. Contribution

SIGs provide opportunities for members to actively contribute to the development of the field through collaboration, knowledge sharing, and leadership.

ISRII encourages all members to participate in at least one SIG or committee aligned with their professional interests.

3. Governance and Oversight of SIGs

SIGs operate under the governance of the ISRII Board of Directors and in alignment with the organization's [strategic priorities](#). SIG leadership is responsible for ensuring that SIG activities:

- Align with ISRII's mission and strategic plan
- Provide meaningful engagement opportunities for members
- Promote collaboration and knowledge exchange
- Support professional development within the field

ISRII's [Board of Directors](#) reviews SIG activity through annual reports and ongoing communication with SIG leaders.

4. SIG Leadership & Structure

Leading a SIG offers a unique opportunity to expand your international impact, grow your professional influence, and engage with a global network of peers while shaping the direction of your field. SIG leaders must be ISRII members in good standing.

1. Leadership & Visibility

- Build recognized leadership experience within a respected professional community
- Increase your visibility among peers, senior leaders, and emerging professionals
- Position yourself as a thought leader in your area of expertise

2. Professional Influence

- Help shape priorities, conversations, and emerging directions in your field
- Influence programming, research focus areas, and community engagement
- Elevate issues and topics that matter to you and your work

3. Network Expansion

- Develop meaningful relationships with peers, collaborators, and senior experts
- Expand your professional network across institutions, disciplines, and geographies
- Create opportunities for collaboration on research, publications, and projects

4. Career Advancement

- Strengthen your CV with demonstrated leadership and service
- Gain experience that supports promotion, tenure, or leadership advancement
- Build skills in facilitation, strategic thinking, and program development

5. Access & Opportunity

- Engage directly with leaders in the field, including invited speakers and partners
- Gain early visibility into emerging research, innovations, and funding opportunities
- Create platforms for your own work and the work of your network

6. Skill Development

- Develop and refine leadership, communication, and organizational skills
- Gain experience managing volunteers, leading initiatives, and delivering programs
- Strengthen your ability to build and sustain professional communities

7. Impact & Contribution

- Support the development of early-career professionals and trainees
- Contribute to advancing the field and improving outcomes
- Play a meaningful role in strengthening the professional community

Structure

To support continuity of leadership and effective distribution of responsibilities, SIGs are encouraged to maintain a leadership team composed of roles appropriate to the group's size, priorities, and activities. Such roles may include:

- Chair or Co-Chairs
- Vice Chair or Chair-Elect
- Past Chair (when applicable)
- Additional volunteer roles, as needed, to support programming, communications, and other operational priorities (e.g., Social Communications Chair, Online Events Coordinator)

Terms

The recommended leadership model helps maintain institutional memory and creates opportunities for emerging leaders within the society.

- SIG Chairs serve a three-year term
- Chairs may be eligible for one additional one-year extension if agreed to by any other co-chairs and as approved by ISRII leadership
- SIGs are encouraged to plan for leadership transitions by identifying and preparing future leaders to ensure continuity of operations and programming

5. Leadership Principles for SIG Chairs

SIG Chairs play an important leadership role within ISRII and must demonstrate the following principles:

- **Member-Centered Leadership**
SIG activities should reflect the interests and needs of members.
- **Inclusivity and Collaboration**
SIGs should foster participation across career stages, disciplines, and global regions.
- **Transparency and Communication**
Leaders should maintain clear and regular communication with SIG members and ISRII leadership.
- **Leadership Development**
SIG Chairs are expected to identify and mentor future leaders within their SIG.
- **Innovation**
SIG leaders are encouraged to introduce creative approaches to programming, networking, and collaboration.

6. Responsibilities of SIG Leaders

SIG Chairs are responsible for guiding the overall direction and activities of the SIG. Key responsibilities include:

1. **Leadership** - Provide vision and direction for the SIG in alignment with ISRII priorities.
2. **Programming** - Coordinate educational and networking activities throughout the year.
3. **Member Engagement** - Maintain regular communication with SIG members and encourage participation in activities.
4. **Collaboration** - Work with other SIGs and ISRII leadership to support cross-disciplinary initiatives.
5. **Awards** - Review SIG poster award candidates at the annual conference and select one winner and one runner-up.
6. **Reporting** - Submit an annual report to the ISRII Board of Directors summarizing SIG activities and engagement.

7. Annual Programming and Engagement Expectations

To maintain active engagement within the society, each SIG is expected to conduct a minimum set of activities each year.

1. Each SIG should host at least two webinars annually.
2. Each SIG should organize a SIG networking meeting at the ISRII Annual Meeting in conjunction with the annual conference planning committee. Examples include research roundtables, mentoring sessions, or discussion forums.
3. SIG Chairs should communicate with members at least four times per year to share updates, opportunities, and upcoming events. Examples of communications include but are not limited to:
 - SIG webinars
 - ISRII Peer Mentorship Program
 - Annual scientific meeting event plans
 - Submitting newsletter content
 - Curating and sharing content for ISRII's social media accounts

8. Communications and Member Engagement

SIGs play an important role in maintaining ongoing engagement among ISRII members.

1. Listserv and Member Communications - SIGs will have access to member communication tools such as listservs or community platforms. These tools may be used to:
 - Share research opportunities
 - Promote SIG programming
 - Facilitate discussions among members
 - Highlight member achievements
2. Website - SIG Chairs may request updates to their pages through the ISRII management office. Each SIG has a dedicated page on the ISRII website including:
 - Leadership information
 - Description of the SIG focus area
 - Upcoming activities
3. Social Media - SIGs may contribute content to ISRII's social media channels to promote events, highlight member work, and share developments in the field. SIG Chairs or their designee may request post to social media accounts through the ISRII management office.

9. Awards & Planning SIG Activities at the Annual Meeting

The ISRII Annual Meeting is a key opportunity for SIG engagement. Each SIG may host a networking or business meeting during the conference and may include but are not limited to the following activities:

- Networking activities
- Planning annual programming
- Welcoming and/or recruiting new members

Awards

SIG leaders are responsible for facilitating the selection of SIG poster awardees at the annual conference. If a SIG leader is unable to attend, the leader may appoint a designee. Information and instructions will be shared with the SIG leader prior to the meeting. The selecting individual(s) must notify the management team of the winner and one runner-up prior to the business meeting and awards ceremony.

10. Webinar and Educational Programming

Webinars are an important mechanism for year-round engagement. SIG leaders are responsible for hosting at least two webinars per year:

1. Webinar 1: Each SIG may host a free 30–45 minute webinar focused on the activities and benefits of engaging with the SIG.
2. Webinar 2: Each SIG should host a 30–60 minute webinar focused on educational content for its members. These webinars are free for members. Non-members can gain access by paying a fee or joining ISRII.

To host webinars, SIG leaders or their designees are responsible for:

- Identifying speakers
- Coordinating webinar topics relevant to SIG members
- Meeting deadlines established by ISRII for scheduling and promotion

Webinars may include but are not limited to:

- Research presentations
- Methodological discussions
- Career development panels
- Expert roundtables

Staff support may be provided by the management company. To inquire about staff support, email info@isrii.org.

11. Succession Planning and Leadership Development

Strong SIGs maintain a pipeline of future leaders. SIG Chairs should:

- Identify potential future leaders within the SIG
- Encourage member participation in planning activities
- Support mentorship opportunities within the SIG community

New leadership terms typically begin at the start of the calendar year. A Vice Chair or Chair-Elect is recommended to ensure a smooth leadership transition. New chairs should be elected by the SIG's current membership. Staff support to coordinate the election may be solicited by emailing info@isrii.org.

Sample Election Timeline

- Announcement of open leadership role
- Four-week nomination period
- Two-week candidate review period
- Four-week voting period
- Announcement of new leader prior to the annual meeting

Example Role Description: EMCR SIG Chair

Role Description: SIG chairs are responsible for leading the SIG and achieving the SIG's goals by coordinating and delivering SIG activities that foster community, visibility, and EMCR development.

Key Responsibilities

- **Leadership** - Provide vision and direction for the SIG in alignment with ISRII priorities.
- **Event Planning and Programming** - Coordinate educational and networking activities throughout the year.
- **Member Engagement** - Maintain regular communication with SIG members and encourage participation in activities.
- **Collaboration** - Work with other SIGs and ISRII leadership to support cross-disciplinary initiatives.
- **Reporting** - Submit an annual report to the ISRII Board of Directors.
- **Innovation** - Contribute new ideas and initiatives that reflect the evolving needs of EMCRs throughout the year but at least at the annual meeting.
- **Ambassadorship** - Serve as a champion and ambassador of ISRII by identifying and educating EMCR prospective members about the benefits and value of the organization.

Chair Qualifications May Include

- Demonstrate passion regarding ISRII members
- Good oral and written communication skills
- Ability to facilitate meetings efficiently
- Available by email to respond to members' ideas and suggestions
- Inclusive, open to diversity of members and activities
- Ability to identify and mentor incoming leaders
- Organized and willing to use technology to communicate and connect members

Term Length: Terms should be staggered to maintain institutional memory. Terms may be 2–3 years.

12. Establishing a New SIG

ISRII welcomes proposals for new SIGs that address emerging areas of research or practice. The ISRII Board of Directors will evaluate proposals for new SIGs at least twice a year pending the volume of requests submitted.

Proposals must include:

- Name of the SIG
- Description of the SIG focus area
- Statement of goals and objectives
- Explanation of the SIG's relevance to ISRII members
- Names of at least 10 ISRII members who are interested in joining the SIG

13. Reporting Requirements

Annual reports are solicited by ISRII's management team prior to the annual meeting. Reports must include the SIG's past and upcoming activities and must be submitted for the SIG to remain in good standing.

14. Administrative Support from ISRII

SIG leadership may request administration support from the management team by emailing info@isrii.org. Requests outside of the organization's scope of work must be reviewed and approved by the Board of Directors prior to fulfillment.

15. SIG Chair Role Description



International Society for Research on Internet Interventions (ISRII)

EMCR SIG Chair Role Description

About: The EMCR SIG chair is responsible for leading the EMCR SIG and achieving the SIG's goals by coordinating and delivering SIG activities that foster community, visibility, and EMCR development.

Key Responsibilities

- **Leadership** - Provide vision and direction for the SIG in alignment with ISRII priorities.
- **Event Planning and Programming** - Coordinate educational and networking activities throughout the year.
- **Member Engagement** - Maintain regular communication with SIG members and encourage participation in activities.
- **Collaboration** - Work with other SIGs and ISRII leadership to support cross-disciplinary initiatives.
- **Reporting** - Submit an annual report to the ISRII Board of Directors.
- **Innovation** - Contribute new ideas and initiatives that reflect the evolving needs of EMCRs throughout the year but at least at the annual meeting.
- **Ambassadorship** - Serve as a champion and ambassador of ISRII by identifying and educating EMCRC prospective members about the benefits and value of the organization.

Chair Qualifications

- Demonstrate passion regarding ISRII EMCRC members
- Good oral and written communication skills
- Ability to facilitate meetings efficiently
- Available by email to respond to members' ideas and suggestions
- Inclusive, open to diversity of members and activities
- Ability to identify and mentor incoming leaders
- Organized and willing to use technology to communicate and connect members

Term Length: 3 years (with staggered terms to maintain institutional memory).