



SIG Member Guidance

Key Terms:

SIG – Special Interest Group

SIG Lead: A member of the Board of Directors who oversees all SIGS within the UK-SBA

SIG Chair: The nominated registrant who runs the individuals SIG

SIG Co-Chair: Nominated registrant who supports the SIG Chair in running the SIG

SIG Member: UK-SBA members who are members of the SIG and attends SIG events

SIG Co-opted Member: Members of the SIG who attend SIG events but are not eligible for UK-SBA membership

SIG Members

- Any person wishing to join a SIG can request an application form from either the chair of the SIG they wish to join, or by contacting the SIG Lead for an application form UKSBA.SIGChair@gmail.com
- SIG Members must be UK-SBA registrants unless a specific professional may be beneficial for that SIG, for example, a Headteacher in a SIG relating to schools, or a Neuro Psychologist in a SIG relating to brain injury. In this instance the SIG Chair would seek approval from the SIG Lead of allowing a non-UK-SBA member joining their SIG. There must be no more than 25% of the SIG made up of non-UK-SBA members.

- Non registrants joining the SIG must reside and work/practice in the UK
- SIG members must attend at least one SIG meeting per year to remain members of that SIG. Any SIG members that do not attend at least once per year will be removed from the database and any contact/mailing lists regarding SIG activity. Should they wish to rejoin, they will need to follow the member application process

Conduct of SIG Members

- SIG members, including Chairs and Co-Chairs, acknowledge their role as a SIG member as being representatives of the UK-SBA. As such, they are expected to uphold the values and ethical code established by the UK-SBA in all SIG meetings and related activities.
- When identifying themselves as members of a UK-SBA SIG—whether on social media, professional platforms, or in public communications—SIG members must not use terms such as "elected," "appointed," "designated," or any similar wording that may imply the role is an officially elected position within the UK-SBA.
- Members may use phrases such as 'member of [SIG name] SIG'
- SIG members should support and act in the interest of the UK-SBA on social media and other platforms
- SIG members should foster a respectful, productive, and inclusive environment for all members, treating all members with respect and dignity, regardless of their background, identity, or perspectives.
- SIG members should conduct themselves with professionalism at all times, maintaining appropriate boundaries between personal and professional matters.
- They should refrain from using the group for personal gain or promotion unrelated to the group's purpose.
- SIG members should obtain permission before sharing UK-SBA content or content that originates from group discussions or activities.

Dealing with Problems

- If any SIG member has concerns regarding another SIG member's conduct during any SIG activity that does not uphold UK-SBA values and/or ethical standards, the member can raise this with the SIG Lead UKSBA.SIGChair@gmail.com
- The UK-SBA reserves the right to remove any SIG member who fails to uphold the UK-SBA values and ethical code in the conduct of SIG activities.
- If a member believes that another registered member has breached the ethical code, they may file a complaint through the UK-SBA's formal complaint process. The matter will then be handled in accordance with the relevant policies and procedures governing the complaint process.