

## ACEP Member Interest Groups Guidelines for MIG Leaders

The ACEP Member Interest Group (MIG) Policy outlines the functions, requirements, and process to establish, maintain and sunset a MIG. [Review the MIG Policy.](#)

### **Organization**

Any ACEP member in good standing may propose a new MIG.

### **Common Types of MIGs**

MIGs can be organized:

- around particular hobbies or interests,
- around particular topics or issues,
- as support for members with shared challenges,
- to undertake projects to help the world around us,
- or for any of several other purposes.

### **Starting your MIG**

- Review the ACEP [Member Interest Group \(MIG\) Policy](#).
- Check for duplication. New MIGs may not overlap a topic covered by [existing MIGs](#), [sections](#), [committees](#), [chapters](#), or [membership categories](#).
- Consider a “feeler.” If unsure whether the MIG will appeal to a large enough group of members, don’t hesitate to ask other members or ACEP staff.
- Complete the [Member Interest Group Request Form](#).

### **Approval**

Following review, the requesting member will be notified of the decision. Once established, the MIG will be provided with its own “Community Page” on the engagED website, and it will be added to the master directory of MIGs available for members to join.

### **Running your MIG – Responsibilities of MIG Leaders**

MIGs are a voluntary benefit of national ACEP membership. As such, they are included as part of national ACEP and do not have separate bylaws or formal incorporation documents.

### **Primary & Secondary Contacts**

The requesting member will be responsible for leading and managing the group. MIGs are permitted to have more than one contact to divide duties among several members. Requests to add secondary contacts, change the MIG’s primary contact or any other needs for assistance can be directed to [migs@acep.org](mailto:migs@acep.org).

### **Promotion and Recruitment of MIG Members**

General promotion of all MIGs will be facilitated by ACEP staff but the requesting member will be responsible for any promotion of the specific MIG to recruit additional members, in line with ACEP advertising and communication policies.

### **Communication and Engagement**

MIG leadership will be responsible for communicating with the MIG members. While ACEP can provide guidance and best practices, MIG contacts must agree to be proactive in engaging MIG members in networking and discussion and be responsive to requests for information about the MIG. The engagement may involve a regular post in the online community, asking a question, sharing a resource, an announcement, planning a meetup at an ACEP conference, or other activity. If there has been no engagement in 90 days, we may contact you about plans to increase engagement with the MIG. All MIGs will be reviewed annually to ensure continued value for ACEP members.

ACEP takes the privacy of our members very seriously. As a community moderator, you may have access to personal contact or demographic information of MIG members. It is prohibited for moderators to engage in unauthorized use or distribution of member information. Communications sent using provided community tools should be regarding your MIG only and cannot be used for any other purpose. ACEP reserves the right to terminate engaged community access for any individual who does not abide by these guidelines.

### **Monitoring Discussions and Handling Disruptors**

MIG leadership will be responsible for monitoring their online community, flagging inappropriate content, and enforcing the [terms of use](#). ACEP reserves the right to terminate access to any member who causes an excessive level of disruption, or otherwise does not abide by these guidelines.

### **What kinds of activities does a MIG engage in?**

MIGs are encouraged to engage in a variety of different activities, including:

- holding in-person or virtual meetups
- scheduling education or networking events
- sharing information and resources through the online community's discussion board or document library

### **Budget**

ACEP will not fund MIG activities. Any efforts on the part of a MIG to raise funds must be approved in advance by the College and meet the criteria established by the College.

### **Annual Activity Report**

The primary contact or their designee will be responsible for submitting a brief annual activity report to account for any MIG activity conducted outside of the online community platform which adds value or engagement for MIG members.

Each MIG will be subject to specific procedures and maintenance requirements. These are outlined in the ACEP [Member Interest Group \(MIG\) Policy](#).

## Criteria for Advancing a MIG to an ACEP Section

This determination can be achieved at any time throughout the year, recognizing that the number of ACEP members is also dynamic throughout the year.

- MIGs must have a least one (1) year as an active group reaching 100+ members and demonstrate consistent engagement of ACEP members.
- Requests for a MIG to move to a Section is approved by the ACEP Board of Directors in accordance with the [Sections Policies](#). To be considered, the objectives of the MIG must support the stated mission, values, objectives, strategic priorities, or policies of the College and be related to the clinical or administrative practice of emergency medicine.

## Sunsetting your MIG

Each MIG must maintain a minimum level of annual activity to remain in good standing, which includes filing of the annual activity report, proof of engagement in the online community, and/or additional engagement or virtual or in-person activity outside of ACEP platforms. Review the ACEP [Member Interest Group \(MIG\) Policy](#) for details.