

Special Interest Group in Paediatric Psychology (SIGPeP)

SIGPeP Executive Committee Roles & Functions

The Function of the SIGPeP Executive Committee:

1. Establish the vision of what the group wants to achieve
2. Set out the mission of how the group will achieve the vision
3. Outline the principles, standards of conduct and governance that the group will operate under.
4. Review the strategy and structure of the SIGPeP every two years.
5. Delegate authority and responsibility to committee members, sub-committees and/or working groups.
6. Account to group members and to stakeholders

Composition of the SIGPeP Executive Committee

The executive committee will comprise of 10 members. Any SIGPeP member can be elected for any role on the committee for a minimum term of 12 months, pending approval and available space on the committee. Committee members will be elected at the AGM and endorsed by at least two other members of the SIGPeP.

The Roles on the SIGPEP Executive Committee:

1. Chairperson
The main roles of the chairperson are to ensure that the vision of the SIGPeP is upheld, to lead the committee, and to represent the group as figurehead. The chairperson ensures that the executive committee functions properly with each meeting planned effectively, and matters dealt with in an orderly and efficient manner.
2. Vice Chairperson
The main roles of the vice chairperson are to stand in for the chairperson if he or she is absent or incapacitated, to assist the chairperson with matters between meetings, to deal with specific tasks or issues that arise, and to coordinate event planning.

3. Secretary

The main roles of the secretary are to support the chairperson in the smooth functioning of the committee through planning meeting dates, booking rooms, sending our notifications, minutes and other papers, drawing up agendas in consultation with the chairperson, ensuring meetings are effectively organised and minuted, recording decisions and actions, arranging necessary reporting such as the annual report to members, and supporting the vice chairperson in event planning.

4. Treasurer

The main roles of the treasurer are to maintain accounts of all income and expenditure, ensure that appropriate accounting procedures and controls are in place, liaise with PSI council members on financial matters, offer advice on the financial implications of all projects, and present the annual accounts at the AGM.

5. Communications/Public Relations Officer

The main roles of the Communications and PR Officer are to communicate and engage with the group members, interested parties and relevant organisations regarding the work and activities of the SIGPeP. The Communications and PR Officer will market the SIGPeP activities, set up and maintain the SIGPeP webpage, Facebook and Twitter accounts, manage the SIGPeP email account, send updates to members on a regular basis, disseminate information relevant to the SIGPeP, take photos and video SIGPeP activities, and engage with feedback from members through online surveys.

6. Membership Officer

The main roles of the membership officer are to clarify the eligibility criteria for membership, maintain accurate and up-to-date membership records, and issue renewal notices.

7. Research Officer

The main roles of the research officer are to enhance research capacity in the field of paediatric research and to promote research developments and research opportunities relevant to the membership

8. Policy Development Officer

The main role of the policy development officer is to provide a link between SIGPeP and relevant third parties in relation to paediatric psychology policy development.

9. Student Officer

The main roles of the student officer are to promote the area of paediatric psychology in college students, to liaise with the executive committee about the wants and needs of the student population that are pertinent to paediatric psychology.

10. Ordinary Committee Member (x2)

The main roles of the ordinary committee members are to support the other committee members as appropriate in event planning and to take on lead roles on action plans as identified by the committee.

Your SIGPeP Committee Members for 2015-2016 are:

Chairperson	Mr. Vincent Mc Darby, Senior Clinical Psychologist, <i>Our Lady's Children's Hospital, Crumlin</i>
Vice-Chairperson	Dr. Claire Crowe, Senior Clinical Psychologist <i>The National Children's Hospital, Tallaght</i>
Research Officer	Dr. Caroline Heary Lecture in Psychology & Co-Director of the PhD in Child & Youth Research, <i>NUI Galway</i>
Secretary	Ms. Lisa Hynes, Research Psychologist <i>NUI, Galway</i>
Treasurer	Dr. Laura Gallagher, Senior Clinical Psychologist <i>The National Children's Hospital, Tallaght</i>
Communications Officer	Dr. Claire Conlon, Senior Clinical Psychologist <i>Central Remedial Clinic</i>
Policy Development Officer	Dr. Gillian Fortune, Principal Clinical Neuro Psychologist, Head of Psychology, <i>Our Lady's Children's Hospital, Crumlin</i>
Membership Officer	Ms. Cynthia Ebere-Anaba, Psychology Student, <i>Dublin Business School</i>
Student Officer	Ms. Carolina Concialdi, Assistant Psychologist <i>The National Children's Hospital, Tallaght</i>
Ordinary Members	Ms. Mairead Dempsey, Senior Clinical Psychologist <i>Children's University Hospital, Temple Street</i> Ms. Fiona Mc Darby, Health Psychologist <i>St. Columcille's Hospital, Loughlinstown</i> Dr. Line Case, Lecture of Psychology <i>NUI, Galway</i> Dr. Sarah Carroll, Senior Clinical Psychologist <i>Our Lady's Children's Hospital, Crumlin</i>

