Guidelines for SPG discussions moderators

Background

Discussions are an important opportunity for members of AdPha's Specialty Practice Groups (SPGs) to support each other in their practice by sharing their expertise and knowledge.

Appointment of moderators

AdPha SPG Discussions are the responsibility of the AdPha Member Projects Team. Each SPG Leadership Committee, together with the AdPha Secretariat, is responsible for moderating their Discussions, located on the SPG's home in the Communities platform. Each Leadership Committee needs to appoint at least one Committee member as the Discussions moderator. This role is reviewed at least annually.

Responsibilities of moderators

- Monitor and review SPG Discussions at least twice each week to ensure:
  - relevance to the Specialty Practice Group
  - compliance with the *AdPha Communities discussions terms of use*
- Refer serious breaches to the AdPha Secretariat (specialtypractice@adpha.au) within 48 hours.
- Use the REPORT POST function to flag posts that require review.
- Ensure that posts receive a response, by answering the query or referring to a member who is able to answer it.
- Monitor compliance with the policies on job advertisements, conflicts of interest, commercial interest as outlined in the *AdPha Communities terms of use*.
- Regularly report discussion topics to Leadership Committee.

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