



AHC Interest Network Manual

Interest Networks (IN) focus on salient topics relevant to humanistic counseling and are established based upon the needs and goals of AHC members and upon approval by the board. IN topics must be consistent with AHC's mission and focus.

Purpose

Provide a mechanism for AHC members with common professional interests to share ideas, information, research, and to engage in project collaboration with other interest network members.

Forming

The AHC Executive Board establishes Interest Networks (INs). To establish a new IN, an AHC member can petition the GC. The Petition must formally state:

1. A rationale for the Interest Network
2. A goal statement.
3. Demonstrated interest through a list of at least 15 AHC members willing to join the Interest Network.
4. Acknowledgement that the chairperson is required to submit an *Action Plan and Quarterly and Annual Reports*.
5. A stated acknowledgement that the IN members will adhere at all times to the policies and procedures in the AHC Operations Manual and Bylaws.

The AHC Executive Council will vote on the petition within 60 days of receiving the petition. The AHC President will notify the petitioner, and if approved, will appoint an IN chairperson.

Interest Network Coordinator

AHC will have an Interest Network Coordinator who is appointed annually by the President (of the year the IN will be in place).

Leadership

Each IN will have a chairperson, who is appointed annually by the President (of the year the IN will be in place).

IN Chairperson's Responsibilities:

- Assume responsibility for Interest Networks on **July 1**
- Provide a *Proposed Annual Plan* (goals and objectives for the new fiscal year) to the President by **September 1** for AHC Executive Board approval

Submit an ***Annual Report*** to the President by **May 1**.

- Contact prospective IN members in a timely manner sharing the following:
 - The purpose and current goals and objectives
 - The activities of the group
 - Upcoming meetings
 - Relevant resources

Compliance

- All IN members must be AHC members in good standing.
- IN *Proposed Annual Plan* must be received and approved by the Executive Board.
- IN *Annual Report* must be received by the President on time.
- IN seeking to develop products (e.g., books, journals, white papers) or to conduct research must submit for approval to the Executive Board prior to beginning work on such products. Finalized IN products must be:
 - Shared with the AHC President
 - Reviewed and Approved by the Executive Board for permission to release the products (prior to circulation outside of the IN).
 - Any materials published electronically, or otherwise, must clearly state the action of the GC regarding your finalized product:
 - “AHC reviewed, but has not endorsed this material”
 - “AHC reviewed and endorsed this material”
- INs wishing to collaborate with other organizations must receive explicit permission of the AHC Executive Board.
 - Chairpersons will complete an *Interest Network Collaboration Request* and submit it to the President in advance of establishing a collaborative relationship.
 - In the event that a group seeking to collaborate approaches an IN, the chairperson must immediately inform the AHC President (regardless of if the Interest Network is interested in such collaboration).
 - Interest Networks, who are actively involved in approved collaborations, must include all collaboration plans and outcomes in their reports for the entirety of the collaborative process.
 - Contact information for the collaborating group must be provided to the President.

Deadlines

March 1 Deadline for any IN to request to schedule an AHC conference event
May 1 **Annual Report** Due to Executive Director
March 1 Deadline for any IN requesting to dissolve
May 1 President-Elect appoints IN chairpersons for the following year
July 1 IN Chairpersons assume their roles
September 1 **Proposed Annual Plan** Due to President

Required Reports

- *Proposed Annual Plan* (due September 1) contains:
- *Annual Report* (due May 1)

Optional Reports

- Quarterly Report of Progress

AHC Support

AHC shall support each Interest Network by providing:

- Space at the AHC conferences. The IN must request space by March 1 for the AHC Conference (held in May/June).
- Electronic resources. INs may utilize AHC electronic platforms, for distributing information, sharing documents, or conducting meetings or teleconferencing.
- Funding for needs or projects, if approved by the AHC GC Executive

AHC Interest Network Coordinator's Role

- Assists individuals in petitioning for a new interest network status
- Meets annually with IN chairpersons to discuss the IN process and expectations
- Serves as a support in processing ideas related to IN activities
- Serves as a liaison between the IN and the AHC Executive Board
- As needed, provides chairpersons with the names of AHC members who wish to be affiliated with their network

President's Role

- Collects *Proposed Annual Plan, Annual Report*, and any formal requests of INs
- As needed, provides chairpersons with the names of AHC members who wish to be affiliated with their network
- Coordinates securing space at the AHC conference to meet

Social Media/ Web Manager's Role

- Send out emails related to IN matters (with approval of the President/Executive Board)
- Updates the website to reflect IN matters (with approval of the President/Executive Board)

Compliance Remediation

The AHC Executive Board will review the *Annual Report* at its summer business meeting and determine which Interest Networks remain in good standing for the next fiscal year. Throughout the year, the Interest Network Coordinator will monitor the INs for any potential noncompliance, and will work with the IN and the AHC Executive Committee to attempt to resolve any issues.

Failure to meet the deadlines and IN expectations described above will result in the deactivation of the Interest Network for the following fiscal year, and may result in:

- Informal or formal warnings
- Replacement of the chairperson
- Extended deactivation
- Dissolution (see "Dissolving Interest Networks" below)

Dissolving

- An Interest Network can choose to disband by securing the signatures of its active members and submitting the signatures along with written notice of the intent to dissolve to the AHC President by March 1. The AHC Executive Board shall vote to approve the intent to dissolve an Interest Network at its Executive Board meeting.
- Interest Networks that were egregiously out of compliance, as determined by an Executive Board vote, will be immediately dissolved

INTEREST NETWORK PLAN OF ACTION

For the year July 1, 2022 to June 30, 2023

Name of Interest Network:

Network Chair(s) w/ Emails:

Goals	Strategies to Achieve Goals	Committee Member(s) Responsible	Anticipated Outcomes of Activities	Timeline	Mid-Year or Year End Progress

What support (i.e., budget request, consultation, resources) do you need from AHC to move forward?

INTEREST NETWORK QUARTERLY UPDATE (OPTIONAL)

Name of Interest Network:

Network Chair(s):

Date of Update:

Chair Emails:

Goals	Strategies to Achieve Goals	Committee Member(s) Responsible	Anticipated Outcomes of Activities	Timeline	Progress

What other support (i.e., budget request, consultation, resources, advertising events) do you need from AHC to move forward?

Please provide any formal requests from AHC into the form of an actionable item and include any potential budget implications

Goal:	Motion for AHC Executive Board Consideration:	Budget Implications (if any)

INTEREST NETWORK ANNUAL REPORT

Name of Interest Network:

Network Chair(s):

For the year July 1, 2021 to June 30, 2022

Chair Emails:

Goals	Strategies to Achieve Goals	Committee Member(s) Responsible	Progress and Outcomes

Please list all IN leaders and email addresses here

Please provide a roster of at least 15 IN members (name and email) engaged in work of the group this year

Please provide any formal requests from AHC in the form of an actionable item and include any potential budget implications

Goal:	Motion for AHC Executive Board Consideration:	Budget Implications (if any)

What other support (i.e., budget request, consultation, resources, advertising events) do you need from AHC to move forward?

Please provide recommendations for IN continuity including leadership recommendations (i.e., suggested chairs or co-chairs for next year), requests for funding, and recommended activities.