



## APS Member Survey Distribution Policy

The American Pediatric Society (APS) has developed the following policy to guide the frequency and distribution of member surveys intended to gather data from the entire membership or sub-component of it. This policy is applicable to surveys that originate from groups external to APS – research initiated by other professional societies or investigators with whom APS is already or is willing to undertake a collaborative project. The purpose of this policy is to ensure the quantity, quality and purpose of any member survey is aligned with the APS mission, strategy, and programs, is sensitive to demands on member time and minimizes the risk of “survey fatigue.”

**Frequency:** Up to two surveys per calendar year.

**Fee(s):** The APS Council may, at its discretion, apply a service charge fee.

**Approval:** All survey requests will be reviewed and approved by Council.

**Requests:** Every effort will be made to respond to each request within 1 month. Survey requests should be sent to [info@aps1888.org](mailto:info@aps1888.org) and should include:

- 3-4 sentence description of how the survey will advance the Society mission, strategy, and relevant program(s).
- Plan and timeline for the proposed survey distribution, communications, and use of results.
- Draft communication to members describing survey purpose, intended use of results and estimated time to complete the survey. Note: 10 minutes is the suggested maximum.
- Online access to the proposed survey and a file with the survey questions.
- Plan for how confidentiality of individual Society member responses will be protected.
- Documentation regarding IRB approval or waiver.

### **Distribution:**

- Only via the Society Office directly to the members.
- Surveys approved by the Society will be deemed Official Society Sponsored Surveys and will utilize the Society logo.
- Survey link must be provided prior to distribution.
- The Society may modify survey communications or distribution dates as needed to align with its communication practices and operational needs.

### **Results:**

- Survey results will be made available to the APS Council, who will have the option to share them with the membership.
- Any presentations or publications resulting from the survey must acknowledge the Society using text provided by the Society office.