



MyFPH Portal: SIG member management guide for chairs

All Faculty Special Interest Group (SIG) membership management must be done through the [MyFPH Portal](#) in the SIG Administration and Management feature – **My Committees/SIGs**. This feature aims to make SIG membership management simpler and more efficient for SIG chairs.

This guide outlines:

- How prospective members can join and leave a SIG through the portal
- How to view SIG members and their details
- How to contact all SIG members
- How to remove a SIG member

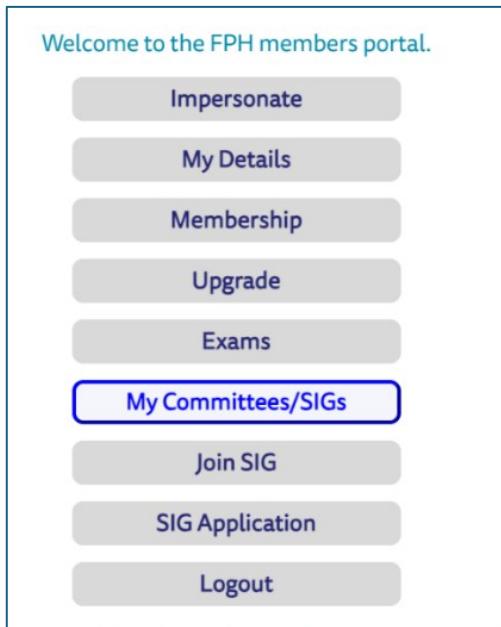
For further information or general queries around the portal, please contact membership@fph.org.uk.

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Viewing SIG details and members

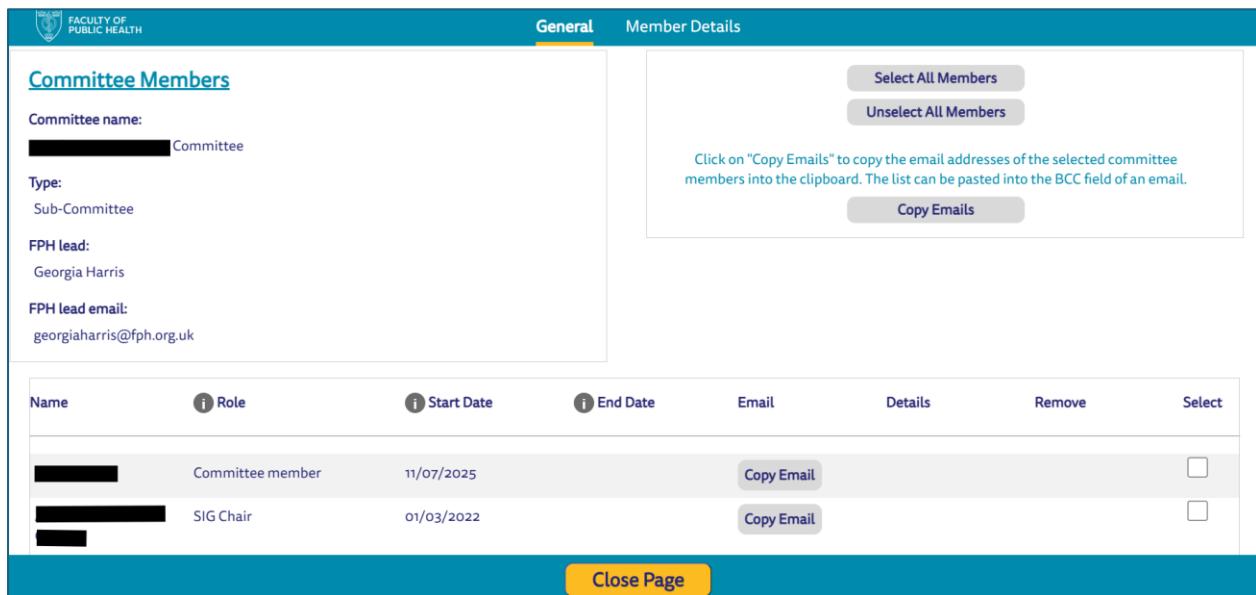
Log into the [MyFPH Portal](#) and select **My Committees/SIGs** as seen below:



This will take you to a list of any SIG(s) you chair as well as any SIG(s) you are a member of, as depicted below.

<u>Committee And Special Interest Group Memberships</u>							
Committee/SIG	Role	Start Date	End Date	Description	Emails	Leave	Details
Africa	SIG Member	15/07/2025			Emails	Leave	Details
AI and Digital Public Health	SIG Member	04/06/2024			Emails	Leave	Details
Test SIG	Chair	11/02/2025			Emails	Leave	Details

If you select **Details** on the page indicated above, you will be taken through to your up-to-date SIG membership list, as pictured below.

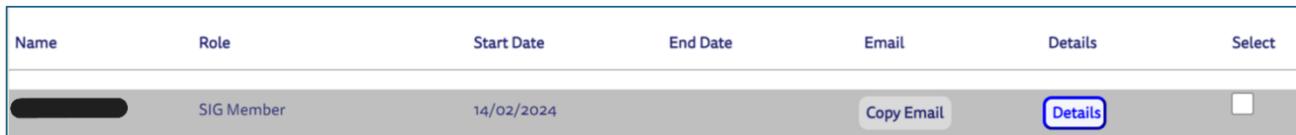


The screenshot shows a web page titled 'General' with a sub-section 'Member Details'. On the left, under 'Committee Members', there are fields for 'Committee name' (redacted), 'Type' (Sub-Committee), 'FPH lead' (Georgia Harris), and 'FPH lead email' (georgiaharris@fph.org.uk). On the right, there are buttons for 'Select All Members' and 'Unselect All Members', and a note about copying emails. Below these are two rows of member data:

Name	Role	Start Date	End Date	Email	Details	Remove	Select
Redacted	Committee member	11/07/2025		Redacted	Copy Email	<input type="checkbox"/>	<input type="checkbox"/>
Redacted	SIG Chair	01/03/2022		Redacted	Copy Email	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom is a 'Close Page' button.

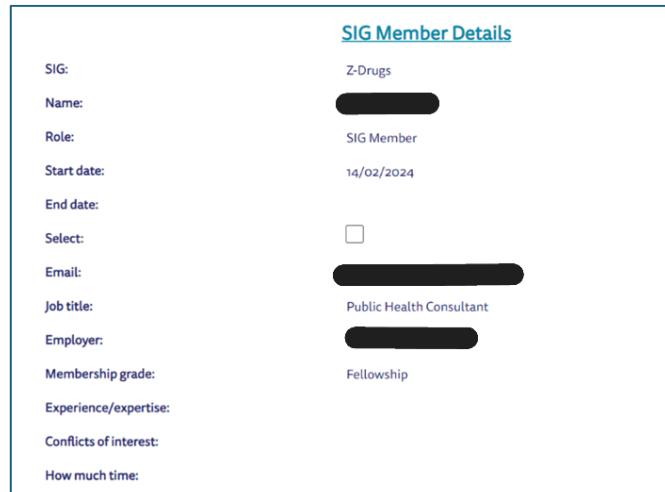
From here, chairs are able to view further details about individual SIG members by clicking on the **Details** button across from their name, as below.



Name	Role	Start Date	End Date	Email	Details	Select	
Redacted	SIG Member	14/02/2024		Redacted	Copy Email	Details	<input type="checkbox"/>

This will enable you to view the following details about each SIG member:

- Name
- Role in the SIG
- SIG membership start and end date
- Email
- Job title and employer
- FPH membership grade
- Experience/expertise (optional)
- Conflicts of interest (mandatory)
- How much time they can commit to the SIG (optional)



The 'SIG Member Details' page shows the following information for a member:

- SIG: Z-Drugs
- Name: Redacted
- Role: SIG Member
- Start date: 14/02/2024
- End date: Redacted
- Select:
- Email: Redacted
- Job title: Public Health Consultant
- Employer: Redacted
- Membership grade: Fellowship
- Experience/expertise: Redacted
- Conflicts of interest: Redacted
- How much time: Redacted

Overview of SIG Members

To see an overview of the details SIG members provide upon joining the SIG (conflicts of interest, experience and expertise, and how much time they can dedicate to the work of the SIG), select the **Member Details** tab as indicated below.

For more detailed reports on SIG members (e.g. by location or membership category), please email policy@fph.org.uk.

		General	Member Details
Name	Experience/Expertise	Conflicts Of Interest	How Much Time
██████████	XYZ	Test	5 hours
██████████	Example	None	2 hours

Code for non-FPH members

In exceptional circumstances, following approval by the FPH, or where specific memorandums of understanding (MoUs) are in place with external organisations, non-FPH members can join FPH SIGs via a code unique to your SIG.

Chairs will need to share this code with approved non-FPH members, emphasising that the code is not for wider circulation. This code is unique to each SIG and can be found on the SIG Details tab of the portal, under the **Committee Members** heading.

Contacting SIG members

The FPH customer relationship management (CRM) system will always contain the only up-to-date membership list, as well as the most up-to-date contact details for SIG members.

Please do not use any saved or external lists, as these are likely to be out of date.

Using the portal ensures:

- You don't contact former members who have left the SIG and may no longer wish to receive communications.
- New members who have recently joined via the portal are included in all relevant communications.

To email all SIG members, you will need to:

- Click the **Select All Members** button
- Click the **Copy Emails** button
- Paste the email addresses into the BCC field of an email in your chosen server. It is important to use BCC when emailing members in order to comply with GDPR legislation and to protect members' privacy.
- When selecting 'copy all' email addresses, only the email addresses (not names) will be copied – making it easier to paste directly into MS Teams or other applications.

Committee Members						
Committee name:	Z-Drugs					
Type:	Special Interest Group					
FPH lead:	Georgia Harris					
FPH lead email:	georgiaharris@fph.org.uk					
<div style="text-align: right;"> <input type="button" value="Select All Members"/> <input type="button" value="Unselect All Members"/> <small>Click on "Copy Emails" to copy the email addresses of the selected committee members into the clipboard. The list can be pasted into the BCC field of an email.</small> <input type="button" value="Copy Emails"/> </div>						
Name	Role	Start Date	End Date	Email	Details	Select
[REDACTED]	SIG Member	14/02/2024		<input type="button" value="Copy Email"/>	<input type="button" value="Details"/>	<input checked="" type="checkbox"/>
[REDACTED]	SIG Member	14/02/2024		<input type="button" value="Copy Email"/>	<input type="button" value="Details"/>	<input checked="" type="checkbox"/>
[REDACTED]	SIG Member	14/02/2024		<input type="button" value="Copy Email"/>	<input type="button" value="Details"/>	<input checked="" type="checkbox"/>

You can also copy the email address of individual or multiple SIG members by selecting them, as below.

Name	Role	Start Date	End Date	Email	Details	Select
[REDACTED]	SIG Member	14/02/2024		<input type="button" value="Copy Email"/>	<input type="button" value="Details"/>	<input type="checkbox"/>

Joining a SIG

Prospective members can now join SIGs via the portal. Please note that you must hold FPH membership and be in good standing to be a member of a SIG. As of 1 January 2025, anyone joining the FPH membership as a student is also eligible to join SIGs, and those currently holding student membership will be able to upgrade their membership to include the opportunity to join SIGs.

Joining process for SIG members

To join a SIG, FPH members can log into the [MyFPH Portal](#), select which SIG(s) they wish to join as shown below, and fill in the following mandatory fields/questions:

- Please summarise relevant experience/expertise (both professional and personal) to this role.
- Please advise on any potential conflicts of interest (professional and personal).
- How much time do you think you would be able to give to supporting the work of the SIG?

Application To Join Special Interest Group

To express an interest in joining one of our SIGs, please fill in the relevant details below, and click on "Submit Application". Fields marked (*) are required.

If you have any problems completing this form or any other general queries about our SIGs, please contact policy@fph.org.uk. By completing this form, you are agreeing to the Special Interest Group and the Faculty retaining your personal data for the purposes of the SIG. Details of the use of members' data can be found in our [privacy policy](#).

Special interest group to join (*):

Automatic approval and confirmation emails

- SIG member applications will be automatically approved as this is a benefit included in FPH membership. However, chairs will be able to review the details provided in membership applications at any time, as well as discuss with the FPH the removal of any members if necessary.
- Once they have joined, new members will receive a confirmation email with a note that they are now on the SIG mailing list and instructions on where to find the SIG chair(s) contact details.
- SIG chairs will receive an email notification in their FPH SIG email address each time a new member joins their SIG, which will include the member's email address.

Updating details as a SIG member

- SIG members can update their SIG application information in the portal, including fields such as 'conflicts of interest' and 'experience', which may change over time and are of interest to SIG chairs.
- To do so, they can select the **Details** button on the relevant SIG, which will take them to their SIG Member Details page. They can then update the free text fields accordingly – please don't forget to select **Close Page** and **Save Changes**.
- This means that members' details as applicable to their SIG membership are kept up-to-date.
- Please encourage your SIG members to update their details according to the process outlined above.

Leaving a SIG

In order to leave a SIG, members will need to log into the portal and select the **Leave** option for the relevant SIG. They will then be asked to confirm that they wish to leave the SIG and will have the option to provide a reason for why they are leaving.

SIG chairs will receive an email notification from policy@fph.org.uk when someone leaves a SIG as seen below.

This notification will inform SIG chairs the details of the SIG member who has left and the reasons why they have left, if provided (optional free text).

Member has left SIG

 FPH Policy
To Georgia Harris

Dear Georgia,

[REDACTED] has now left the SIG : Z-Africa.

They have provided the following reason :-

No longer wish to be a member

No further action is required.

Best wishes,

FPH Policy & Advocacy Team

SIG member removals

In exceptional circumstances, you will be able to begin the process of removing a SIG member by selecting the **Remove** option next to their name and confirming this on the following page as indicated below. If the reason for removal relates to conflicts of interest, this should follow the process outlined in the SIG Terms of Reference (3.11 – 3.13).

- Selecting ‘Remove’ in the portal will now trigger an email notification to policy@FPH.org.uk, indicating your intention to remove a SIG member.
- A member of the Policy and Advocacy Team will then follow up with you to discuss the reason for the removal. If agreed, the records will be updated by staff accordingly.
- This change ensures transparency and consistency in how member removals are managed.

Please confirm that you want to remove the member below from the special interest group below.

SIG:	Z-Academic Public Health
SIG member:	[REDACTED]
	Remove
	Cancel

Name	Role	Start Date	End Date	Email	Details	Remove	Select	
[REDACTED]	SIG Member	11/03/2024			Copy Email	Details	Remove	<input type="checkbox"/>