

**Guidelines for Special Interest Group (SIG) Chairs**

Thank you for volunteering to coordinate a Special Interest Group (SIG). These get-togethers are essential to the camaraderie and fabric of our branch. They give new and old members a way to be engaged with each other and with our larger branch efforts.

**How do you start a SIG?**

* + Think of an activity that others might enjoy doing too and have some ideas for how it will work.
	+ Get approval from the Board. Contact the president to be put on the agenda. Just tell them what you have in mind.
	+ Once approved, write a blurb about the new group and ask people who want to participate to RSVP to you. Sent it to:
		- Jill, for the next newsletter edition
		- Dawn, who will send the info in an email to all the members
		- Sandi, for publication on the website

**Now that you have a SIG, what do you do??**

To help you plan your group’s activities, here are some suggested guidelines for Chairs to help keep the group organized as well as fun!

* + Hold an initial planning meeting with the group
		- * Discuss and determine the purpose & activities of group
			* Establish meeting guidelines (i.e. allow drop ins? rotate hosting & planning responsibilities?)
			* Decide on the typical logistics
				+ Frequency? (i.e. monthly? during the summer? certain seasons only?)
				+ Typical location (i.e. members’ home? coffee shop?)
				+ Typical format (i.e. what day/time? how long? refreshments?)
			* Decide if any jobs can be shared among the group members and try to assign a few months ahead (i.e. picking the topic, finding a location, planning refreshments, submitting an article to the newsletter)
* Send upcoming meetings details to all group members
	+ - * Day, time, location, topic, anything to bring, RSVP request etc.
* Maintain updated membership lists
	+ - * Monitor group size and contact Carolyn with any concerns
* Share information about your group’s meetings
	+ - * Provide monthly article/photos to Jill
				+ Update on your last meeting and information about your next one

Date, time, place, topic

* + - * + Consider rotating this task among the group members
			* Encourage Facebook-savvy group members to post fun facts on the AAUW page
			* Send Sandi any relevant information for the website
* Share Branch news at each group meeting
	+ - Read brief bulletin of upcoming events, volunteer opportunities, etc.
			* Monthly bulletin will be provided by the Board
		- Distribute Branch materials as needed (i.e. fundraising tickets, directories)