

Southern Group on Educational Affairs Special Interest Group (SIG) Leadership Responsibilities

Chairs guide the SIG's activities, including items of interest throughout the year, and SIG-related sessions at the annual SGEA and AAMC meetings. Vice Chairs assist the Chair in identifying priorities and convening meetings when the Chair is not available. The Secretary keeps minutes from any SIG meetings and the Membership Coordinator maintains/distributes the current membership list for the SIG. The SGEA Steering Committee will review the status of each SIG every 3 years for its membership and activity.

SIG Session at Annual SGEA Conference:	
Action Item	Target Date
1) Identify SIG leader or member who will be present at the SIG table to welcome SIG members and provide information about the mission of the SIG, especially for interested new members	Send the name of this designated person to the SGEA SIG Coordinator at least 4 weeks prior to the Annual SGEA Conference
2) Hold SIG meeting at SIG session to identify projects and set goals for the upcoming year	Provide the summary notes (see template) from this meeting to the SGEA SIG Coordinator within 4 weeks after the Annual SGEA Conference
3) Elect SIG leaders (Chair, Vice Chair, Secretary, Membership Coordinator) for the upcoming year and update membership list	Send updated list of the SIG leaders and membership list to the SGEA SIG Coordinator within 4 weeks after the Annual SGEA Conference
Other SIG-Expectations:	
1) Provide an annual update for the SIG via the SGEA Newsletter (photos much appreciated)	SGEA SIG Coordinator will contact the SIG Leaders for this update at least 4 weeks prior to newsletter's anticipated publication date
2) Coordinate a peer-reviewed SIG-related session for presentation at each Annual SGEA Conference	Send the title, authors and session date/time to the SGEA SIG Coordinator at least 4 weeks prior to the Annual SGEA Conference
3) As with any group process, interest in the SIG may wane and the group may become inactive	ASAP inform the SGEA SIG Coordinator, who will inform the rest of the SGEA Steering Committee. The SIG will be added to an inactive list until requested to re-activate by members
Highly Recommended Activities:	
1) Organize a meeting of SIG members and coordinate a peer-reviewed SIG-related session for presentation at the Annual AAMC Meeting	Send the title, authors and session date/time to the SGEA SIG Coordinator for publication in the SGEA Newsletter
2) Communicate at least quarterly with SIG members regarding SIG projects, goals, upcoming presentations, leadership opportunities, etc.	