

Special Interest Group Chair Timeline

| | Jan | Feb | March/April Annual Meeting | May | June | July | Aug | Sept | Oct | Nov | Dec |
|--|-----|-----|----------------------------------|----------|------|-----------|-----|------------|-----|-----|-----|
| Attend MAC/SIG Chair Luncheon on Monday preceding the annual meeting | | | X | | | | | | | | |
| Each SIG to select/elect/confirm Chair for three-year leadership plan | | | X | | | | | | | | |
| MAC/SIG Coordinator contacts each SIG Chair to provide guidance on SIG Chair requirements | | | | X | | | | | | | |
| SIG Program Planning Info to Program Committee | | | | May 1 | | | | | | | |
| SIG Annual Program Planning Worksheet to Central Office (required) | | | | | | July 1 | | | | | |
| SIG Speaker Grant* Application | | | | | | July 1 | | | | | |
| Provide written updated SIG Purpose Statement and Chair Selection Process to MAC/SIG Coordinator. Review and update as needed every 5 years. | | | | | | July 1 | | | | | |
| SIG Speaker Grant* award notification | | | | | | | | Sept 10 | | | |
| AV and room requirements to Central Office | X | | | | | | | | | | |
| Request to Establish a New SIG emailed to the MAC | | | | | | July 1 | | | | | |

* Prior to 2008, the SIG Speaker Grant was formerly known as the SIG Stipend