

Special Interest Group (SIG) Chairperson’s Responsibilities, General Guidelines and Helpful Hints

Note: The forms referred to in the following table can be found on the ABA website under About ABA > Committees and SIGs.

Dates and Deadlines	DUTIES
Annual ABA Meeting	<ul style="list-style-type: none"> • Each SIG Chair is encouraged to attend the Membership Advisory Committee (MAC) – SIG Chair luncheon on Monday. <ul style="list-style-type: none"> ○ Please prepare a brief, informal oral report on plans for your SIG for the annual meeting. ○ SIG Chairs are encouraged to ask questions and make suggestions for SIG improvement at this time. ○ Verify your three-year leadership plan. • At your SIG meeting: <ul style="list-style-type: none"> ○ A MAC representative visits each SIG, gives a brief report of MAC activities and general ABA information and answers questions from your attendees. Please allow five minutes at the beginning of your SIG agenda for this representative. ○ Select/elect SIG Chair, Vice-or Co-chair. Please be prepared to report your three-year leadership plan to the MAC following the Annual Meeting. ○ Circulate SIG Attendance Record. This form is optional. A template can be downloaded from www.ameriburn.org and modified to meet your needs. ○ Evaluate your SIG. This is optional but strongly recommended. The Attendee Evaluation and Needs Assessment can be downloaded from www.ameriburn.org and modified to meet your needs. ○ Start planning for next year. Determine participant needs and ideas for speakers and topics. ○ Ask your members for program ideas and possible speakers
May	<ul style="list-style-type: none"> • The MAC/SIG Coordinator will contact each SIG Chair to ensure that contact information for each SIG Chair, Vice- and Co-chair is current. Contact information for the MAC/SIG Chair and any changes relating to SIGS will be communicated at this time. • The MAC/SIG Coordinator will request the program topic to submit to the Program Committee
July 1 Speaker Grant Application	<ul style="list-style-type: none"> • Speaker Grant Application (formerly called Speaker Stipend) due. Application and speaker CV emailed, mailed or faxed to the MAC Chair. • Reminder: Members of the ABA are not allowed to receive funding through this grant.

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<p>July 1 Required SIG Annual Program Planning Worksheet</p>	<ul style="list-style-type: none"> • Special Interest Group Annual Program Planning Worksheet form submitted electronically to the MAC/SIG Coordinator. This form is required from all SIG Chairs in order for a room to be reserved for your function. This includes a brief (50 words or less) description of your proposed Annual Meeting SIG program. The content will be used to market your SIG program in the ABA Annual Meeting Registration Brochure. • Any request for schedule change (increased hours, change of days, etc.) should be made at this time. Be advised that SIG meetings must be held on the Monday and Tuesday prior to the Annual Meeting and cannot be scheduled to conflict with any regularly scheduled meeting activities.
<p>July 1 Request to Establish a New SIG request due</p>	<ul style="list-style-type: none"> • Anyone interested in establishing a new SIG should review the SIG Chair Responsibilities, Guidelines and Helpful Hints document and the Guidelines for Establishing a New SIG. • Then complete the Request to Establish a New SIG request form and return it to the MAC/SIG Coordinator.
	<ul style="list-style-type: none"> • Update the SIG Purpose Statement and Chair Selection Process documents for each SIG. The purpose statement is posted year-round on the ABA website and should be reviewed and updated by the SIG leadership every 5 years.
<p>September 10</p>	<ul style="list-style-type: none"> • SIG Speaker Grant applicants notified of acceptance or rejection
<p>October 1 CME/CE Activity Planning Proposal (Optional)</p>	<ul style="list-style-type: none"> • If you wish to provide CE/CME at your SIG, contact Jane Burns at the ABA Central Office at (312) 642-9260 or burns@ameriburn.org.
<p>January</p>	<ul style="list-style-type: none"> • Each SIG Chair will be contacted by Jane Burns at the ABA Central Office to obtain the following information: <ul style="list-style-type: none"> ○ Meeting room requests (size of room, seating layout, etc.) ○ AV and equipment needs ○ Final food requests/donations
<p>One month prior to annual meeting</p>	<ul style="list-style-type: none"> • Complete all necessary copying for your SIG. • You are welcome to leave copies of your SIG agenda in the registration area so that people who are interested in your SIG can preview your speakers and topics. • The ABA does not provide copy services for the SIGs.
<p>Post Annual Meeting (within</p>	<ul style="list-style-type: none"> • Encourage speakers/grant recipients to submit their presentations in manuscript format to JBCR.

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30 days)	<ul style="list-style-type: none">• If you received a SIG Speaker Grant award, an Expense Reimbursement Form must be submitted to the ABA Central Office within 30 days following the conclusion of the Annual Meeting. The SIG Chair is responsible for collecting the necessary receipts and documentation for the speaker and submitting them to the ABA Central Office.• Summarize your SIG evaluations and share them with your speakers and next year's SIG Chair.
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SIG Principles and Guidelines

The Membership Advisory Committee (MAC) is responsible for providing direction to the SIGs. MAC and Program Committees need to be aware of the content of the SIG sessions and, if necessary, provide oversight. The MAC will report on SIG activities to the Board of Trustees, Program Chair, and the Central Office as appropriate. Efforts of the SIGs are fostered (independent action is fine as long as approved by the MAC Committee) and marketed on the ABA website, as well as in the ABA registration brochure and ABA Annual Meeting program book.

As of 2006, oversight of the SIGs has become the responsibility of the MAC/SIG Coordinator. This person will direct coordination of the SIGs with the assistance of the MAC.

SIG Chair responsibilities include the timely completion of the forms and prompt replies to all email requests for information. In addition, SIG Chairs are expected to adhere to the following guidelines:

- SIGs may not be scheduled to compete with ABA Annual Meeting activities.
- If you are planning to seek outside funding support for your SIG activities, contact Jane Burns at (312) 642-9260 or burns@ameriburn.org.
- Speakers of high prominence should be considered for general sessions

Three-Year SIG Leadership Plan:

- SIG Chairs, vice- and co-chairs must be members of the ABA in good standing.
 - Vice-chair: advances to Chair when the current chair completes his/her term or in the event the chair is unable to complete the term.
 - Co-chair: shares equal responsibility with the other co-chair but does not automatically advance to chair
- The SIG participants usually select the Chair for each SIG, although this is somewhat variable. Each SIG Chair will be asked to provide a written description of the selection process used for his/her SIG prior to July 1st.
- The Membership Advisory Committee strongly encourages you to identify who will be Chair, vice- or co-chair for the next three years.
- You will be asked to identify your three-year leadership plan when you meet with the MAC at the Monday MAC/SIG luncheon.

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SIG Purpose Statement

Each SIG has a "Purpose Statement" posted on the ABA website. These were updated following the 2009 Annual Meeting. Each SIG Chair is responsible for continually reviewing and updating this statement and reporting it to the MAC/SIG Coordinator.

Helpful Hints from Past SIG Chairs:

- Communicate with the MAC/SIG Coordinator [Mary Jo Baryza, mbaryza@shrinenet.org, (617) 371-4749] if you have questions or concerns. She is there to make your term as SIG Chair as easy as possible.
- Don't wait until the last minute to finalize details.
- Evaluate the effectiveness of your SIGs. This is not required but is strongly encouraged. A sample evaluation form can be found at: <http://www.ameriburn.org/SIGEvalNeedsAssessTemplate.pdf>
- Have participants complete the optional SIG Attendance Record. This helps you determine how many attended each year and helps you plan for the future.
- Use the email addresses provided on the optional SIG Attendance Record to create your own SIG email distribution list. This list can be a very effective method of communicating with your peers between annual meetings. You can use it to advertise any upcoming events that might be of interest to your colleagues and promote your SIG prior to the annual meeting.
- Establish a notebook that can be passed from SIG Chair to SIG Chair from year to year. This notebook will provide important information and ease the transition for a new SIG Chair. It can be used to store and track agendas, copies of past speaker grant applications and awards, attendance records, evaluation summaries, budgets if applicable, and helpful hints.