



SIG HANDBOOK January 2013

GSAE's strength is facilitating peer-to-peer information exchange. Shared Interest Groups provide members with another layer of professional development and foster better relationships and information exchanges more easily. They are optional and vary widely depending on the individual preferences of the group. CAE credits may be earned for attendance.

There is no cost to join a SIG (or SIGs), but participants *must be GSAE members*. SIGs follow the same program year as the organization, but participants may join or drop out at any point.

Position Description

Title: SIG Chair

Reports to: GSAE Board of Directors. Staff liaison will be assigned.

Term: Calendar year; may repeat as chair (2 year term limit). Leadership is confirmed by the current GSAE Chair or Executive Committee, as appropriate.

Expectations

- Attend Volunteer & Board Orientation on in January and the Participation Fair in February
- Set dates for meetings in consultation with other SIG chairs and master calendar – submit these to the GSAE office for addition to website.
- Attend the GSAE annual Participation Fair and help promote SIG membership.
- Hold at least one meeting in the first quarter of the year.
- Convene meetings or appoint a substitute leader if you cannot be present.
- Be available as a resource in your subject area to the board and general membership. You don't have to be an expert in the field, just know where to find answers.
- Funnel concerns or suggestions for improvement to staff and/or the board as needed.
- Respond to annual survey evaluating effectiveness of programs.

How do SIGs work?

- SIGs have the autonomy to meet as they choose.
- Most SIGs will meet face-to-face several times a year (perhaps monthly) at a time and location that meets the needs of its members.
- There will be no charge for these meetings.
- SIGs may also have reserved tables at GSAE luncheons.
- If SIG members find it convenient, SIGs may also conduct their meetings prior to or after GSAE luncheons or online.

The most successful SIGs usually have a topic announced ahead of time, though not a formal program. These are not symposia with speakers. They are opportunities for people with similar interests to come together to share experiences and resources and ask questions.

Each SIG will also have a listserv through which members can post questions. Chairs are expected to encourage sharing solutions among the group members between meetings.

Current Shared Interest Group Listing

Small-Staff Designed for executive directors and other senior staff of associations with 10 or fewer employees. Focuses on issues of importance to small organizations.

Communications For communications professionals working in an association or generalists with some communications responsibilities (including electronic communications).

Government Relations For association professionals who have an interest in government relations or who work in an advocacy environment.

Emerging Professionals SIG

Formerly the Young Professionals, this SIG is designed for GSAE members who are new to the association profession and are interested in connecting with peers and leaders to grow professionally. Join the discussion and learn about upcoming events by becoming a fan of the [Facebook](#) page today. There will be a Social Co-chair and an Education Co-chair who will work together to ensure Emerging Leaders get the professional development and the connections they want!

YourMembership.com Users Group (formerly Affiniscape 360 User's Group) - For association professionals using YourMembership.com, this SIG will meet quarterly for peer-to-peer training on the merger and a variety of modules.

Education/Certification SIG Focuses on issues of importance to association professionals who develop education programming or work with certification programs.

2013 GSAE Luncheon Schedule

Wednesday, February 20

Wednesday, April 17

Wednesday-Friday, May 29-31 – Annual Meeting in Augusta, GA

Wednesday, July 10

Wednesday, September 18 – The Abit Massey Lecture Series

Wednesday, November 13 - Tradeshow

Wednesday, December 11 – Holiday Luncheon, Awards Program & Annual Business Meeting