

ACLCP Tip Sheet
Special Interest Groups (SIGs)
(Prepared by B. Kohutiak, June 1, 2009)

- SIGs provide a forum for ACLCP Associates with common interests or responsibilities to share information and concerns.
- SIGs may form at any time by requesting recognition from the Executive Committee; contact is the ACLCP Vice President/President Elect.
- SIGs will meet a minimum of once a year
- SIG members will designate two Co-Chairs ensure continuity and sharing of SIG responsibilities.
- Departing Co-Chair will attempt to secure a replacement.
- ACLCP funds are available in support of SIG meetings/programs.
- SIG Co-Chairs will use the Program Proposal form on the ACLCP web site to obtain Executive Committee approval for SIG meetings/programs and to obtain fiscal support. Form is not required for ACLCP Fall Conference SIG meetings unless funding is being requested.
- SIG Co-Chair will submit form eight weeks in advance of meeting/program for Executive Committee approval.
- Upon approval, SIG Co-Chair will forward meeting/program announcements/agenda to the ACLCP Vice President/President Elect for posting to the SIG web page.
- SIG Co-Chair will submit report/minutes of SIG meeting/program to Vice President/President Elect for posting to SIG web page within two weeks after meeting/program.
- Co-Chair will submit an annual SIG report of SIG activities by June 30 to Vice President/President Elect.
- Co-Chair will encourage participants to subscribe to SIG listserv.
- Annually, SIG Co-Chairs will review and update SIG page and TIP Sheet.