Happy new year!

I am glad to have met so many AIS Community Leaders during ICIS 2019 in Munich! It was a wonderful opportunity to learn more about the victories (and challenges) you face in your leadership roles.

Our conversations continue to help shape the programs and services AIS offers in support of community leaders. Let's keep the lines of communication open! Please let me know what you would find most helpful to support your community. I can be contacted via email at melissa@aisnet.org or by phone at +1 (317) 735-4058.

In this newsletter, you will find a few reminders (Annual Reports due March 1, officer updates, how to access a current group roster) and at least one new resource (welcome messages to your group members).

Enjoy this issue of the newsletter and remember we are here to support your success!

Best wishes,
Melissa Heeke, CAE
AIS Membership Director

Annual Reports Due March 1, 2020

All AIS Communities (Chapters, Colleges, SIGs) are required to submit an Annual Report to remain in good standing with AIS. The Annual Report process also provides an opportunity to recognize AIS Communities that do an outstanding job of supporting the mission of AIS through the advancement of knowledge and the promotion of excellence in the practice and study of information systems.

Submission window opens: February 1
Annual Reports due: March 1, 2020.

Follow THIS LINK for more information

In preparation, please gather the following:

- Officer contact information
- All research and presentations submitted by the community
- Track and workshop information
- Awards and recognition given by community
- Communications to the community throughout the last year
- New member recruitment and welcome initiatives
- Verification of website updates
Year-end financial report (chapters only)

The executive board of the community should review and approve the final draft before submitting it to AIS. As a reminder, reports from last year are available in your online community library! Please note there are a few additional questions to allow communities to earn more points based on how they add value to their membership. Please email us at aiscommunities@aisnet.org with any questions.

**NEW! - Welcome Your New Members (Automatically)**

AIS can now send your new members automated welcome messages! When you use the AIS Online Communities platform, AIS can automatically notify your new members about how to use the communities platforms (see example from SIG Phil). In an alternate version of the message, we can simply welcome your new members without mentioning the online platform. Interested in adding this feature to your community’s new member onboarding program? Please send an email to aiscommunities@aisnet.org to get started!

**Check YOUR AIS Membership**

Current AIS policy states that all members of a SIG, Chapter, or College must maintain an AIS membership in addition to their community membership. Please make sure that anyone engaging with your community is a member of AIS, particularly those who are taking on officer positions. Please contact the membership office with questions at membership@aisnet.org with any questions about your membership!

**AIS Grand Vision Challenge**

This initiative is a call to action for AIS Communities to explore ways to encourage discussion within and across communities to promote pedagogy and research that utilizes IS to tackle major societal issues. Is your group ready to have a formal discussion to further projects that align with United Nations’ 2030 Sustainable Development goals? Please send an email with suggestions or questions to iyerLs@appstate.edu.

**Resources for AIS Community Leaders**

- **AIS-hosted Officer Elections** - AIS can help you with your annual officer elections! We ask for the information no later than two weeks before the election is to open. Simply share your election information here. You can learn more about the community election options here: https://aisnet.org/page/CommunityElections
- **AIS-hosted Webinars** - AIS can also host your community’s webinars via GoToMeeting! After receiving all of the required information, the AIS office will create the webinar event within the GoTo Meeting software and the webinar moderator will receive a registration link for the event. It is up to the hosting SIG/Chapter to distribute the registration link to interested members in an invitation. Participants will register via the provided link. Each participant will receive a confirmation link to the webinar. Contact us at aiscommunities@aisnet.org for additional details.
- **An Introduction to AIS Online Communities (On-Demand Webinar)** - On-Demand Recording Now Available Here This 30-minute session serves as an introduction to the potential uses for the AIS Online Community platform and offers tips for site administration. Interested in learning more? Please send questions to AIS Membership Director Melissa Heeke at melissa@aisnet.org.

**Please help us keep your leadership roster up to date!**

Check your officer list by viewing your group page on the AIS website (sign in required). You are currently listed with the association as . If updates are needed, please submit via the Officer Information form or send a message to aiscommunities@aisnet.org with the name, email address, and position name of each new officer.

**How do we access a current roster of our members?**

To access a mailing list for your community members, follow these instructions:

1. Sign in to the AIS website
2. Navigate to Groups (right sidebar)
3. Select “AIS SIGs: Culture (SIG Culture)” to get to your group’s main page
4. When you have group admin permissions, you may select “Group Admin Options” near the top
5. In the section “Member Management”, select “Export Group Members”. You’ll see various other ways to contact your group members from this page as well.

Questions or concerns about your group administration? Please send a message to us at aiscommunities@aisnet.org.

Questions or comments about the newsletter?
Please send us a note! aiscommunities@aisnet.org