



SPECIAL INTEREST GROUP (SIG) LEADER

Summary

To become a Special Interest Group (SIG) Leader, make application to the current SIG Leader and/or the Special Interest Group Coordinator demonstrating your qualifications and support from your institution.

SIG Leaders are appointed by the SIG Coordinator with approval of the CRLA Board and report to SIG Coordinator.

The term of office is two years and may be renewed.

Minimum Qualifications

Maintain a current CRLA membership

Specific Responsibilities

1. Produce at least two mailings to SIG membership annually (before and after the annual conference):
 - a. Lists names and addresses of members;
 - b. Reviews significant research and scholarly activity in the SIG area of interest;
 - c. Publishes an annotated bibliography of relevant resources;
 - d. Includes articles on new information and technologies;
 - e. Profiles persons important to the purpose of the SIG;
 - f. Reviews materials useful to those interested in the SIG area; and
 - g. In the first year of a new SIG, publishes at least a membership list with addresses and telephone/fax numbers and produces an announcement for the *CRLA newsletter* about the new SIG, its purpose, and the key concerns it has been formed to explore.
2. Solicits input from SIG members concerning the design and agenda of the SIG meeting at the annual conference.
3. Provides information for the CRLA newsletter:
 - a. Annually provides the goals and purposes of the SIG, the name(s), address(es), and telephone/fax numbers of its Leader(s);
 - b. Updates that information whenever necessary; and
 - c. Contributes at least one brief article annually from your SIG.
4. Promotes the annual conference among SIG membership.
5. Keeps SIG Coordinator informed of changes and help identify potential new Leaders as appropriate.
6. Participates in conference planning and attend the annual conference (or send a designee and notify SIG Coordinator as early as possible):
 - a. Encourages SIG members to submit program proposals;

- b. Assists with program proposal review as requested by Conference Director or SIG Coordinator;
 - c. Sponsors SIG pre-conference institutes and/or sessions;
 - d. Provides information about SIG at Welcome Reception when appropriate;
 - e. Brings raffle items for scholarship raffle at conference;
 - f. Attends the SIG/SRC Leader pre-conference session at the conference, led by the Professional Development Committee;
 - g. Attends SIG meeting or meal function to facilitate discussion.
Have an appropriate agenda, including an activity that will benefit all members;
 - h. Evaluates past year and revise goals.
7. Submits to the SIG Coordinator by July 15 or February 15 a proposal for a project to provide services to SIG members unable to attend CRLA's annual conferences, offer professional development activities for the membership, and/or encourage the growth of CRLA's membership.
 - a. The Executive Board will award funding of up to \$500 based on the merits of the proposals, their likelihood of fulfilling the stated purposes of this funding, and how often the SIG has previously received such funds.
 8. Sends copies of all SIG correspondence to SIG Coordinator.
 9. Sends copies of all newsletters to all CRLA Board of Directors.
 10. At end of term, makes suggestions to SIG Coordinator for revision of this job description.
 11. Takes responsibility for any CRLA special funding allocations and account for all funds received from or budgeted from the CRLA treasury. No funds will be disbursed without receipts or other appropriate verification. Requests for reimbursement may be submitted on the official reimbursement form at any time a total amount of at least \$25 is due or every ninety days, whichever comes first. Leaders are encouraged to accumulate small amounts for a single disbursement but to submit requests in a timely manner.
 12. Submits Expense Report and appropriate receipts through the [Expense Report Submission Form](#). The Coordinator will then forward the forms to the Treasurer for reimbursement.
 13. Submits semi-annual Goals and Activity Reports to the Board through the Special Interest Group Coordinator. The annual reports are due on or before January 15th and June 15th. Information to be included includes a report of the SIG membership, membership growth during the year, a summary of SIG activities conducted and planned, recommendations to the Board from the SIG membership, and goals for the SIG for the coming year.

General Responsibilities

1. Attends annual conference.
2. Submits two reports to the Special Interest Group Coordinator:
 - July 15 Report of Goals, Activities, Accomplishments, and Plans** for February -July
 - February 15 Report of Goals, Activities, Accomplishments, and Plans** for August -January
3. Maintains membership in CRLA and the SIG.

Accepting this position allows CRLA to publish name, work address, and work telephone number.

(Revised Sept. 2004; August 2005; December 2008; September 2009; October 2015; November 2016; September 2024)