

## **SIG Chair and SIG Coordinating Committee Chair Responsibilities**

The Society for Cinema and Media Studies is proud to sponsor a thriving set of Scholarly Interest Groups as a part of its organization and mission. Scholarly Interest Groups, or SIGs, are communities formed by SCMS members with shared interests, whether in a particular medium, a genre, a methodology, the media of a particular nation or region, or another subcategory of cinema and media studies. SIGs provide fellowship and networking opportunities for their members, while supporting scholarship, pedagogy, and mentoring in their fields of interest with SCMS.

The SIG Coordinating Committee, an annual committee of SCMS, functions as a formal networking group for SIG chairs and members and as a conduit for communication between the SIGs and the SCMS Board of Directors.

To help address frequently asked questions about the duties of SIG chairs and SIG Coordinating Committee chairs, the Board of Directors offers this set of guidelines. We understand that each SIG may also have its own self-assigned duties. What follows is an outline of the basic responsibilities common to all SIGs.

The SCMS web site URL is [cmstudies.org](http://cmstudies.org). The email address of the SCMS office is [scms-office@ou.edu](mailto:scms-office@ou.edu).

You can locate your SIG's web space on the SCMS website by clicking "Caucuses/SIGs/GSOs" on the left-side menu of the home page. Then click on "Scholarly Interest Groups" and the relevant "SIG Pages" link to find your SIG's name. This is your SIG's page, on which SIGs typically include their mission statement, bylaws, and representatives' names and emails. You also can tailor it in other ways as you see fit, with the assistance of SCMS's web content manager, Aviva Dove-Viebahn.

### **SIG Chairs**

#### Internal Organization and Membership

- Update your SIG mission statement and by-laws if and when necessary; changes must be approved by 2/3 of your members and then by the SCMS board. You may do this through an online vote, with which SCMS's web content manager can assist.
- Recruit new members.
- Ensure that you have the 30 members required to maintain your SIG, and that your constituents maintain membership in the Society.
- Encourage your SIG's members to volunteer to serve on SCMS Committees, helping to ensure a diversity of viewpoints and scholarly orientations in the business and programming activities of the organization.

## Elections

- Call elections for two co-chairs, each of whom serve staggered three-year terms. For a new SIG, one co-chair would serve a two-year or four-year term to make this possible.
- Hold elections at the conference and/or online in April or May, ensuring that 2/3 of your membership is able to vote. SCMS's web content manager can assist with an on-line election.
- Report the results of the election to your Board liaison and the office within 30 days of the election. Please use the "Report Election Results" link from the general SIG page to do this and to request a corresponding update to your web page.
- Consider electing a graduate student representative (if you haven't already) to your SIG, generally for a two-year period. Although it is optional, the Board has recommended that each SIG and Caucus have such a representative as a part of their leadership structure; it provides the occasion for inclusiveness and mentoring. If you do add a graduate student representative to your SIG, change your by-laws to reflect this and send an amended version to the Secretary and the office.
- Train and mentor incoming chairs.

## SCMS Conference

- Schedule a business meeting for your SIG at the conference through the SCMS office.
- Request funding for each year's conference and other SIG activities through the SCMS website by the allotted deadline (usually late November), prior to the next year's conference. See the <SIG Funding Request Page> for further information.
- Communicate with your members and then with the SCMS office regarding which panels, workshops, and other conference events your SIG would like to sponsor. After the conference acceptances have been sent out, the SCMS office usually sends the SIGs a reminder. By the announced deadline in December or January, each SIG can submit a list of up to 8 sponsored panels and workshops.
- Send at least one co-chair or representative to the annual SIG/Caucus Open House, to the Member's Business Meeting, and to the SIG Coordinating Committee meeting.

## Reports

- Submit an annual report to your Board liaison and to the SCMS office in the fall, several weeks prior to the late October board meeting. A template for the report can be found at the end of this document.
- Keep and share copies of previous reports and correspondence for the next chairs of the committee.

## Communication

- Keep your SIG web page information up to date, forwarding any email changes and other revisions to the office.

- Appoint a member of your SIG to maintain and update your web page and any social media. The SCMS web content manager is also available to provide assistance with web pages, online elections, and related tasks.
- Ask questions and pose issues of concern to your Board liaison and to the SIG Coordinating Committee Chairs.

### SIG Chairs: Seasonal deadlines

#### March

Convene a SIG meeting and any other desired gatherings at the annual SCMS conference.

If a SIG representative's term will soon be ending, hold an election at the SIG meeting, or, if you feel not enough of your members will be in attendance, hold an election online in the month or two after the conference. Notify the home office and your SIG liaison about the upcoming change after the election.

Brainstorm with your SIG regarding any SIG or special conference events you would like to sponsor or cosponsor at the following year's conference.

#### July/August

Remind your membership of the upcoming deadline for conference paper, panel, and workshop submissions. Confer further with your SIG about plans for your upcoming meeting and with other SIGs and Caucuses if you want to propose a special event.

#### September/October

Special event proposals are due.

Submit your SIG's annual report to the home office, to be reviewed and discussed by the Board at their late October board meeting.

#### November

Submit request for SIG funding for the upcoming year by the designated deadline. These requests are not due until a few weeks after conference acceptances have been sent.

#### January

Submit to the home office the panels, workshops, and/or conference events that your SIG would like to sponsor or co-sponsor. Up to 8 can be sponsored in total.

Request a meeting space for your SIG's annual meeting at the conference.

## **SIG Coordinating Committee Chairs**

### Elections

- The SIG Coordinating Committee chairs are elected to three-year staggered terms by the SIG co-chairs at the annual conference meeting and/or through an online election. Results of elections should be reported to the home office and the SIG Board liaisons no later than June 30 each year.

### Communication

- Keep apprised of feedback and field questions from the SIG chairs and members regarding SCMS policies and procedures for SIGs. When in doubt, contact the SIG liaisons from the Board for answers.
- Facilitate communication among SIG co-chairs during the year—especially in relation to critical moments in the SCMS calendar that involve SIGs.
- Maintain contact with the SCMS Board liaisons and provide information about issues, questions, or concerns that the SIGs would like to bring to the Board.
- Offer ideas for initiatives for the SIGs.

### Pre-Conference

- Serve on the SIG Funding Committee, along with the two SCMS Board Liaisons to the SIGs, the SCMS Treasurer, and a representative from the SCMS office. The committee will review and approve advance proposals from the SIGs for their funding expenditures the following year. The proposals will be due on a set date, generally in late November, and will be reviewed over a period of a few weeks.
- Train and mentor incoming SIG Coordinating Committee chairs.

### SCMS Conference

- Convene and chair the SIG Coordinating Committee meeting at the conference. The SCMS board liaison(s) will also attend for part of the meeting.
- Several weeks prior to the conference, let the liaisons to the SIGs and the home office know if you would like to be invited to part of the Board meeting at the conference to discuss SIG matters.

### Reports

- Submit an annual report from the Committee prior to the Board's late October meeting. This report should emphasize the larger initiatives of the SIGs as a group and any collective requests on behalf of many or all of the SIGs.

- Keep and share copies of previous reports and correspondence for the next chairs of the committee.

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**Template for SCMS Caucus & Scholarly Interest Group  
Annual Reports to the Board of Directors**

Scholarly Interest Group/Caucus Name:

Report submitted by (Name, Title, Institutional Affiliation, and Role in the SIG):

Date Submitted:

**I. Summary** of Past Activities (since last report)

A. Election Results

B. Other Activities/Initiatives

**II. Brief Summary** of Upcoming Activities (no more than a-half page)

A. Annual Conference (e.g., **summary** of meeting agenda items, the number of sponsored panels, workshops, screenings, special events).

B. Other Future Activities

**III. Bulleted Questions/Issues** for SCMS Board of Directors' consideration (if any)