

## Director of Special Interest Groups (SIGs)

The Director of Special Interest Groups (SIGs) shall act as the liaison between the Chapter membership, the Chapter Board of Directors, and each SIG. The Director of SIGs shall work with each SIG and provide the vision, structure, culture, and environment to enable that SIG to fulfill its intended purpose.

### Roles & Responsibilities

- Work with the Vice-President for Programming to ensure each SIG supports the Chapter's mission, events, and programs
- Establish the vision and mission for each SIG
- Provide guidance to SIG leaders and facilitators that will ensure group meetings adhere to ATD Las Vegas' Chapter expectations
- Determine the proper meeting frequency for each SIG and schedule each meeting time and location
- Establish the schedule for each SIG, dependent upon that SIG's purpose, internet, and member's needs
- Coordinate with the Vice-President for Technology, Vice-President for Communications, and Vice-President for Social Media to notify members of upcoming SIG meetings, and their focus
- Coordinate with Vice-President for Technology, Vice-President for Communications, and Vice-President for Social Media to share the results of each SIG meeting to chapter members.
- Attend at least one meeting for each SIG every quarter
- Establish a new SIG or dis-establish an existing SIG, based on member and chapter needs
- Ensure each SIG meeting has the necessary resources to meet its needs
- Curate and manage the documents developed by each SIG

### Weekly Tasks

- Discuss the results of the SIG's meeting with the leader or facilitator, as appropriate
- Discuss the intent of the upcoming SIG meeting with the leader or facilitator, as appropriate
- Curate the SIG documents and projects

### Monthly Tasks

- Attend monthly Board Meetings
- Develop agenda for the SIG meetings, as appropriate
- Report the results of the SIG meetings to the Board
- Identify the leader or facilitator for that month's SIG meetings
- Perform post-SIG Meeting Surveys

### Annual Tasks

- Assist VP Programming in the Annual Survey and identifying SIG Topics
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