

2023/1/24 Requested Updates For: Jobs and Responsibilities Handbook

Submitted by Cheryl Laufer, SIG Chairperson

Page 13. Special Interest Groups (SIG)

Propose: Remove and put an edited version under Guidelines For SIG Facilitators (Overview) on page 27

~~2. “Provide an update of SIG activities for each issue of the Guild newsletter, and submit by 2 weeks before publication.”~~

Change #2 to

“2. Collect, review for conflict of dates, resolve any conflicts, and submit each SIGs dates and study plans to the Webmaster and Newsletter Editor before the end of December in the current calendar year for the upcoming calendar years’ meetings and activities.”

Page 14. Special Interest Groups (SIG)

~~4. “The SIG Chair shall report to the Reimbursement Award...of points earned.”~~

Propose: Remove from Duties of Chair on page 14 and put an edited version under Guidelines For SIG Facilitators (Overview) on page 27 *Correct following numbers to “4, 5, 6.”*

Page 27. Special Interest Groups (SIG)

Propose: Under “Guidelines For SIG Facilitators

Change date on bullet point 5 to read *“All SIGs will have a study plan presented to the SIG Chairperson by December 1st of ...activities.”*

Under Overview of SIG Facilitator”

“ Provide an update of SIG activities for each issue of the Guild newsletter, and submit as requested by newsletter editor.”*

“ Report to the Reimbursement Award for Active Membership (RAAM) Committee Chair, when requested, if any active SIG member is entitled to any of the potential 8 RAAM points and the number of points earned.”*

Propose: Under “Guidelines For SIG Chairperson

Bullet point #2 – Provide a list of ~~members as requested~~ *current facilitators to the RAAM committee by the end of the year.*

Bullet point #3 – *“The SIG Chairperson must submit... to the Webmaster and Newsletter Editor before the end of December of the current calendar year.”*