

WLA Special Interest Group (SIG) Proposal

How to Start a SIG

Guidelines for proposing a new SIG	<ul style="list-style-type: none"> WLA Members who wish to establish a new Special Interest Group (SIG) must submit a petition application to the WLA Board. The petition application must include a proposed title for the SIG, the purpose and goals of the group, a description of any planned activities for the first year and identify the name of the first volunteer chair. The petition must contain a minimum of 20 signatures. The WLA Board will vote. If no objections are raised, the SIG may proceed to be set up and a public announcement will be sent to the entire WLA membership.
WLA vetting process for SIG proposals	<ul style="list-style-type: none"> The WLA Board will determine whether a unit or SIG already exists within the association with similar interests. The WLA Board will consider how the intended purpose and functions of the proposed SIG align with WLA's mission and goals of the strategic plan.
Requirements for a SIG	<ul style="list-style-type: none"> A SIG must maintain at least 10 members. Each SIG must submit an annual report to the WLA Board before the last Board meeting in December which will include the following: <ul style="list-style-type: none"> A summary of activities accomplished in the past year, planned goals and activities for the next year and an operating budget if applicable. The identification of a chair for the upcoming year. Proposals for updates and/or changes to be made to the WLA SIG website page or the Facebook Group. The SIG chair must submit an annual schedule for meetings with dates, times & format (meeting in-person, and/or GoToMeeting) to the WLA Membership Coordinator by February 1 of the current year.
WLA resources available for a SIG	<p>WLA can provide help in setting up and supporting SIGs in the following ways:</p> <ul style="list-style-type: none"> Leverage technology to provide SIG members with a method for collaboration and communication. Provide free publicity and information space on the WLA website, newsletter, social media accounts, and membership database. Provide administrative support through the WLA Membership Coordinator.
Communication Requirements	<ul style="list-style-type: none"> SIGs are asked to use their designated SIG E-list in MemberClicks for communications sent to the SIG membership. SIGs will be housed under the WLA Facebook Page as a distinct Group. SIG chairs will be activated as an editor under their SIG Group for the duration of their volunteer year(s) and will be asked to cultivate an active presence on the social media platform (weekly/bi-weekly posts), support the growth and development of the group, and monitor involvement and metrics.

Guidelines for continuing leadership in case of chair resignation	<ul style="list-style-type: none"> • If a SIG chair is unable or unwilling to continue as leader at any time, the SIG membership must meet or virtually communicate to designate a new chair. • Establishment of a new chair must be formally communicated to the WLA board by the time annual reports are due.
Guidelines for terminating a SIG	<ul style="list-style-type: none"> • SIGs may become a candidate for dissolution by the WLA board if they: <ul style="list-style-type: none"> ○ Cannot identify a chair for the following year. ○ Have fewer than 10 members by the end of the calendar year. ○ Fail to submit an annual report two years in a row. • SIGs that wish to voluntarily dissolve must: <ul style="list-style-type: none"> ○ Notify their membership via broadcast email. ○ Declare a resolution to dissolve in their annual report to the WLA Board.
Implications of new SIG concept on membership dues structure	<ul style="list-style-type: none"> • There will be no additional cost to membership rates related to SIG participation. <ul style="list-style-type: none"> ○ There is no limit to the number of SIGs a member can join at any given time. ○ Members will have to confirm their desire to re-join SIGs each year (along with other units) as part of the membership renewal process.
Implications of new SIG concept on existing unit structure	<ul style="list-style-type: none"> • SIGs parallel WLA units, but the two serve distinct functions and operate differently. <ul style="list-style-type: none"> ○ Purely voluntary rather than elective/appointed positions. ○ No term expectations or limitations. • Members of regular units are elected or appointed and are charged with specific tasks. SIGs would not have to have more leadership than a designated chair and would be encouraged to hold discussions, meetings, or communicate virtually for the exchange of ideas