



SIG HANDBOOK Updated January 2018

GSAE's strength is facilitating peer-to-peer information exchange. Shared Interest Groups provide members with another layer of professional development and foster better relationships and information exchanges more easily. They are optional and vary widely depending on the individual preferences of the group. CAE credits may be earned for attendance.

There is no cost to join a SIG (or SIGs), but participants **must be GSAE members**. SIGs follow the same program year as the organization, but participants may join or drop out at any point.

Position Description

Title: SIG Chair & Vice Chair

Term: Calendar year; may repeat as chair or vice chair. Leadership is confirmed by the current GSAE Chair or Executive Committee, as appropriate.

Expectations

- Participate in membership recruitment & retention calls, approximately 2 per campaign (winter, spring & fall).
- January 25, 2018: Attend Volunteer Orientation at 12pm at Georgia Association of Water Professionals.
- Set dates for meetings after consulting GSAE's master calendar – submit these to the GSAE office for the website calendar and e-newsletter.
- Promote SIG membership at the Participation Fair (2/21/18, 11am-12pm at The Hotel at Avalon).
- Hold at least one in person meeting in the first half of the year.
- Be available as a resource in your subject area to the Board and general membership. You don't have to be an expert in the field, just know where to find answers.
- Respond to annual survey evaluating effectiveness of programs.

How do SIGs work?

- SIGs have the autonomy to meet as they choose.
- Most SIGs meet face-to-face several times a year.
- Doodle is a great way to ascertain the most convenient time for members.
- SIG meetings are usually complimentary, although separate food and beverage charges may be levied independently.

- SIGs may request reserved tables at GSAE luncheons. Let staff know two weeks in advance, please.
- If SIG members find it convenient, SIGs may also conduct their meetings prior to or after GSAE luncheons (must let staff know 1 month out to secure space).

There is a lot of flexibility in the format of a SIG program.

1. Share experiences and resources and ask questions around a specific topic.
2. Formal speaker or trainer.
3. Skyped speakers.
4. Gathering to watch a GSAE-sponsored webinar:
<https://education.gsa.org/index.cfm?pg=semwebCatalog&panel=browse&ft=SWL>

Current Shared Interest Group Listing

- **Small-Staff:** Designed for executive directors and other senior staff of associations with 10 or fewer employees. Focuses on issues of importance to small organizations.
- **Government Relations:** For association professionals who have an interest in government relations or who work in an advocacy environment.
- **Emerging Professionals SIG:** Formerly the Young Professionals, this SIG is designed for GSAE members who are new to the association profession and are interested in connecting with peers and leaders to grow professionally. Join the discussion and learn about upcoming events by becoming a fan of the [Facebook](#) page today. There will be both social events & educational programs throughout the year.
- **Meetings:** For those who plan association meetings, conferences and tradeshow.
- **Communications:** For anyone who has communications as part of their day to day function.
- **Fundraising/Development Professionals SIG:** For association professionals looking to learn and share best practices and creative strategies around fundraising in the association world.
- **Telework SIG:** For those who telecommute and/or maintain full time home offices.
- **CAEs After Dark:** An online GSAE discussion group for CAEs only to continue their education.

2018 Luncheons

- February 21 Quarterly Luncheon & Participation Fair at The Hotel at Avalon
- April 18 Quarterly Luncheon at Omni Hotel at The Battery Atlanta, sponsored by Jekyll Island Authority
- July 11 Summer Luncheon
- *September 20 Luncheon, The Abit Massey Lecture Series, sponsored by Augusta Convention & Visitors Bureau (DATE change due to Yom Kippur)
- November 14 Tech Showcase
- December 12 Holiday Luncheon, Awards Show & Silent Auction

2018 Annual Meeting

May 30-June 1 at Sandestin Golf & Beach Resort (Miramar Beach, FL)