



SIG Leadership Position Descriptions

The position of Chair, Co-Chair, and Community Coordinator will be filled by current Academic Consortium members in good standing. The leaders serve to organize and coordinate the SIG membership and activities.

The SIG Chair will:

- Work with the SIG members to define the goals and activities of the SIG.
- Communicate regularly with your SIG members and ensure your SIG is providing value to its members
- Participate in quarterly leadership meetings with the designated Working Group
- Contribute to Working Group projects as appropriate.
- SIG Chairs are recommended to attend the Members Meeting in order to develop leadership skills, network, and identify and recruit new leaders and members
- Respond to Academic Consortium leadership/Board requests for specialty-specific information or suggest appropriate subject matter experts
- Foster involvement and engagement in Academic Consortium by identifying and encouraging individuals to participate in Academic Consortium activities

Term: One (1) years

Leadership Qualities

- Works well in a team environment
- Builds a sense of community
- Embraces the culture of the organization
- Has the capacity to commit to the position

Estimated Time Commitment: 6-7 hours/month

The SIG Co-Chair will:

- Assist the Chair to define and execute the activities of the SIG as defined by the SIG members.
- Work with the SIG members to define the goals and activities of the SIG.
- Communicate regularly with your SIG members and ensure your SIG is providing value to its members
- Participate in quarterly leadership meetings with the designated Working Group.
- Contribute to Working Group projects as appropriate.
- SIG Chairs are recommended to attend the Members Meeting in order to develop leadership skills, network, and identify and recruit new leaders and members

- Respond to Academic Consortium leadership/Board requests for specialty-specific information or suggest appropriate subject matter experts
- Foster involvement and engagement in Academic Consortium by identifying and encouraging individuals to participate in Academic Consortium activities

Term: One (1) years followed by one (1) year as Chair

Leadership Qualities

- Works well in a team environment
- Builds a sense of community
- Embraces the culture of the organization
- Has the capacity to commit to the position

Estimated Time Commitment: 4-5 hours/month

The SIG Social Media Coordinator will:

- Assist the Chair and Co-Chair define and execute the activities of the SIG as defined by the SIG members.
- Help foster and coordinate communication within the SIG portal including posts, news, and events.
- Collect and post resources within the media Center.

Term: One (1) years

Leadership Qualities

- Proficient with technology platforms
- Works well in a team environment
- Builds a sense of community
- Embraces the culture of the organization
- Has the capacity to commit to the position

Estimated Time Commitment: 4-5 hours/month