

ASA Special Interest Group (SIG) Role Descriptions

These role descriptions are intended to guide incumbents in the conduct of their duties – not to limit or restrict activities.

It is not required to use all role descriptions. SIGs should only use descriptions for the actual roles required by a SIG as indicated in the relevant SIG rules.

Approved by ASA Council – 14 March 2019

ASA Special Interest Group (SIG) Convenor Role Description

Position:	ASA Special Interest Group (SIG) Convenor
Role Overview:	The role of the SIG Convenor is to provide oversight and leadership to the relevant SIG of the ASA. The Convenor holds a direct reporting relationship to the ASA Council. The Convenor is also responsible for advocacy and promotion of the SIG and its activities, as coordinated with Council.
Responsibilities may include:	• Chairing the SIG Committee and SIG events including AGMs and other meetings. • Initiating and organising SIG meetings or events. • Liaising and communicating with the ASA Council. This may involve the President, Treasurer, Secretary or ASA support (TAS). • Coordinating the provision of reports about SIG activities as required by Council, including reports for submission to the ASA national AGM. • Initiating and organising SIG committee meetings, if applicable. • Managing the work of the SIG Committee, including delegating tasks and responsibilities within the SIG. • Representing the ASA at events as required. • Providing input and communications for inclusion in the SIG newsletter/communications for dissemination to the SIG membership.
Reporting line:	The SIG Convenor reports to the ASA Council and to SIG members.
Term:	The Convenor's term is for one year starting at the conclusion of the SIG AGM at which they are elected.
Election to position:	To stand for election at the SIG AGM, a potential Convenor must be nominated by a SIG member and have this nomination seconded by another SIG member. Should more than one candidate stand for the position of Convenor, votes will be counted from amongst those members present at the AGM. The person with the highest number of votes will then be elected to the position.
Position requirements:	The SIG Convenor must be a current financial individual member of the ASA. (By-Law 3.6)

ASA Special Interest Group (SIG) Secretary Role Description

Position:	Special Interest Group (SIG) Secretary
Role Overview:	The role of SIG Secretary is to provide administrative support to the SIG Committee and the SIG membership.
Responsibilities may include:	• Preparing the papers for SIG meetings, including acting as RSVP point if required, collating apologies and proxies, compiling lists of attendees and apologies for each meeting • Recording the minutes of all SIG meetings, including committee meetings, and disseminating them for edit/comment • Promulgating the minutes and papers to the ASA website and SIG membership • Liaising with SIG members and ASA Council/Officers, as required • Assisting SIG members with enquiries, as required • Providing input and communications for inclusion in the SIG newsletter/communications for dissemination to the SIG membership. • Providing to the SIG meeting/SIG officers correspondence for appropriate action and, where delegated, providing a response as required.
Reporting line:	The SIG Secretary reports to the SIG Convenor.
Term and election to position:	The Secretary's term is for one year starting at the conclusion of the AGM at which they are elected.
Election to position:	To stand for election at the SIG AGM, a potential Secretary must be nominated by a SIG member and have this nomination seconded by another SIG member. Should more than one candidate stand for Secretary, votes will be counted from amongst those members present at the AGM. The person with the highest number of votes will then be elected to the position.
Position requirements:	The SIG Secretary must be a current financial member (individual or corporate delegate) of the ASA.

ASA Special Interest Group (SIG) Committee Member Role Description

Position:	SIG Committee Member
Role Overview:	To provide support for the work of the SIG Committee.
Responsibilities may include:	• Supporting the work of the SIG Committee in devising and creating SIG events or meetings and other resources for the SIG membership. • Assisting in preparation and delivery of SIG events or meetings. • Attending SIG committee meetings, if applicable. • Providing input and communications for inclusion in the SIG newsletter/communications for dissemination to the SIG membership. • Other duties as indicated by the SIG Convenor.
Reporting line:	Committee Members report to the SIG Convenor.
Term and election to position:	A Committee Member's term is for one year starting at the conclusion of the AGM at which they are elected.
Election to position:	To stand for election at the SIG AGM, a potential Committee Member must be nominated by a SIG member and have this nomination seconded by another SIG member. There may be more than one Committee Member on a SIG Committee, up to the number(s) specified in the SIG rules.
Position requirements:	A SIG Committee Member must be a current financial member (individual or corporate delegate) of the ASA.

ASA Special Interest Group (SIG) Newsletter Editor Role Description

Position:	Special Interest Group (SIG) Newsletter Editor
Role Overview:	The role of the SIG Newsletter Editor is to coordinate the newsletters of the SIG both internally and externally.
Responsibilities may include:	• Coordinating the input and communications about SIG activities for inclusion in the SIG newsletter. • Editing the SIG newsletter, ensuring consistency of content, as well as a good standard of spelling and grammar. Newsletter content should, if possible, include informative and attractive use of illustrations. • Promulgating the SIG newsletter to current SIG members, ensuring that a current SIG membership list is sourced from the ASA. • Ensuring that the Newsletter is placed on ASA website for wider ASA readership and records
Reporting line:	The SIG Newsletter Editor reports to the SIG Convenor.
Term:	The SIG Newsletter Editor's term is for one year starting at the conclusion of the SIG AGM at which they are elected.
Election to position:	To stand for election at the SIG AGM, a potential Newsletter Editor must be nominated by a SIG member and have this nomination seconded by another SIG member. Should more than one candidate stand for the position of Newsletter Editor, votes will be counted from amongst those members present at the AGM. The person with the highest number of votes will then be elected to the position.
Position requirements:	The SIG Newsletter Editor must be a current financial member (individual or corporate delegate) of the ASA.