



Recipes for Success: A Look at SIG Responsibilities and Timelines

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Appliances

 SIG Leadership

 SIG Membership

 SIG Council

 ONS Staff



Coordinator-Elect



Learn the responsibilities of SIG leadership by assisting the Coordinator in completing their "dishes" as the SIG leader.

- Review any SIG leadership emails
- Review SIG leadership resources on the SIG Virtual Community (<http://sig.vc.ons.org/>) & in the workshop packet.
- Develop a relationship with your newsletter editor.



Coordinators

Learn to complete the responsibilities of SIG leadership by:

- Review any SIG leadership emails
- Review SIG leadership resources on the SIG Virtual Community (<http://sig.vc.ons.org/>) & in the workshop packet.
- Call on your Ex-Officio/SIG Council Rep. for advice.
- Delegate duties & mentor the Coordinator-Elect.



Responsibilities/Requirements



1. Abide by the Bylaws and policies of ONS. <https://www.ons.org/about-ons>
2. Develop/mentor/update the SIGs Strategic Goals. (July)
3. Communicate with your SIG membership quarterly.
4. Plan/chair the Congress SIG Meeting and submit meeting minutes.
5. Complete the SIG Annual Report (due June 2015).



6. Develop a succession plan to recruit/mentor future SIG leaders. (June)
7. Keep in touch with your SIG leadership, SIG membership, SIG Council Representative and ONS Staff.
8. Identify issues, problems and concerns within the SIG.





SIG ANNUAL REPORTS

Annual Report due June 1

Need to complete

Sections:


- I. Overview of past years activities
- II. Current SIG Projects
- III. Awards
- IV. Leadership Succession Planning
- VI. Leadership Communication
- VII. SIG Project Funding Monies/Seed Money



- VIII. Report on Workgroups within the SIG
- IX. Research Projects
- X. Publishing of SIGs Congress Meeting Minutes & Agenda
- XI. SIGs Strengths
- XII. SIGs Weaknesses/Challenges
- XIII. SIG Virtual Community
- XIV. Collaborations
- XV. Additional Comments




**What
would
YOU Do** 

 **LEADERSHIP WEEKEND**









Optional To Dos


Apply for the SIG Newsletter "Best Article" Award (due in January)	Apply for the SIG Excellence Award (due in September 30)
Recruit SIG members who attended Congress to write an article for the newsletter	Submit a SIG member for a scholarship or award
Develop a "Welcome Letter" for new members	Apply for SIG Project Funding
Create a mentorship workgroup	Create a SIG Poster for Congress

 **LEADERSHIP WEEKEND**

Recipe for Success

Ingredients:

-  A healthy SIG Leadership Team
-  An engaged SIG Membership
-  A helpful SIG Council
-  Reliable ONS Staff
-  Reasonable SIG Responsibilities/Requirements
-  Ongoing Leadership Recruitment
-  A heaping amount of Communication
-  A pinch of zest because energy & enthusiasm is contagious

 **LEADERSHIP WEEKEND**

Any questions you may have, please call someone from the Membership & Component Relations Department.

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