

HERDSA SPECIAL INTEREST GROUPS (SIGs)



Session

- ▶ Outline the concept of SIGs for HERDSA
- ▶ Explore possible areas of interest
- ▶ Provide an opportunity for delegates to gather in groups which share a common interest
- ▶ Facilitate ongoing collaboration
- ▶ Explain the Terms of Reference

Activity - Discussion

- ▶ What SIGs?
- ▶ What would you like to achieve in a SIG?
- ▶ Possible groups
- ▶ Actions

Roles & Responsibilities

- ▶ The SIG will act to:
 - ▶ promote cross-disciplinary conversations to create synergies
 - ▶ facilitate the collaboration of scholars in different countries



- ▶ support the flow of new findings and applications across national boundaries.



The SIG will be responsible for its own internal organisation.

SIG actions

- ▶ Identify national and international [special interest] issues, aspects or topics for exploration and the development of new knowledge;
- ▶ Provide advice and guidance to the HERDSA community on how to pursue [special interest] issues, aspects or topics;
- ▶ Support the development of initiatives and practices, such as smaller projects within the SIG and/or research/collaborative writing groups, to stimulate the advancement of [special interest] in higher and tertiary education; and
- ▶ Foster collaboration nationally and internationally to enhance partnerships in the pursuit of advancing higher and tertiary education.



Practical set-up

- ▶ Discuss in groups with interests in particular topic areas
- ▶ Terms of Reference:
 - ▶ (in relation to procedures for the establishment of a SIG and the ongoing responsibilities for SIG leaders and members)
- ▶ Ongoing assistance from HERDSA

SIGs -Terms of Reference

Membership

- ▶ Chair appointed by the SIG and endorsed by the HERDSA Executive. The term will be for two years, but the Chair may be re-elected.
- ▶ Executive members (comprised of Chair and a representative sample of the membership who will support the Chair in running the SIG). The recommendation is for a minimum of 3 Executive members including the Chair.
- ▶ HERDSA members interested in the HERDSA [include name] Special Interest Group.
- ▶ HERDSA members can belong to more than one SIG.
- ▶ Each individual HERDSA member can select the duration of their SIG membership and renew their membership with the Chair on an annual basis.
- ▶ Members, including the Chair, will have voting rights for matters contained within this Terms of Reference Roles and Responsibilities. Decisions will be made by consensus, if in the event of any unresolved decisions; the decision of the Chair will be final.
- ▶ The Chair, by agreement with other members of the HERDSA [name] Special Interest Group, may co-opt individuals for specific tasks as required. These members will hold an observer status.

The Executive of the HERDSA [name] Special Interest Group will be accountable for:

- ▶ Identifying budgetary requirements to run the group, if any, and planning self-sustaining approaches for meeting these needs. The SIG will account for any financial handling to the HERDSA Executive;
- ▶ Shaping the strategic direction of the group;
- ▶ Maintaining communication between SIG members; and
- ▶ Liaising with conference conveners to schedule meeting(s) at the annual HERDSA Conference.

Role of the Chair & Executive

- ▶ CHAIR: To lead the [include name] Special Interest Group, register the SIG with the Executive, organise meetings, liaise with HERDSA Office and Executive, organise fair and transparent elections for executive positions within the SIG and facilitate induction of new members, report to the HERDSA Executive as required. The Chair will hold the list of members and register the list with the HERDSA Executive every two years.
- ▶ EXECUTIVE : To support the Chair of the [include name] Special Interest Group, contribute to decision making and leadership within the SIG and its subsidiary special interest groups, if any.