

ICF OREGON SPECIAL INTEREST GROUP (SIG) PROGRAM GUIDELINES

I. PROGRAM NAME AND PURPOSE

The International Coach Federation Oregon Charter Chapter (ICF Oregon) hereby establishes the **Special Interest Group (SIG) Program** to provide ICF Oregon Members with opportunities to network and share information on specific areas of interest.

II. SIG MEMBERSHIP & FORMATION

- 1) SIG membership is a benefit to ICF Oregon Members.
- 2) SIGs may be formed by any group of three (3) or more ICF Oregon Members.
- 3) Any ICF Oregon Member may form or join any number of SIGs.
- 4) Non-ICF Oregon Members may visit any SIG up to two (2) times as a guest.
- 5) The SIG Program Chair approves the formation of each SIG and reviews the activity of all SIGs quarterly to ensure they are fulfilling their mission, acting to renew or discontinue each.
- 6) To form and lead a SIG, the Member will:
 - a) Review the SIG Leader Responsibilities (see V. below).
 - b) Contact the ICF Oregon SIG Program Chair to inform them of their desire to form a SIG.
 - c) Write a mission statement for the SIG.
 - d) Collect three (3) signatures of ICF Oregon Members who will serve as founding members of the SIG.
 - e) Submit a SIG Formation form to the SIG Program Chair for approval.

III. SIG MINIMUM EXPECTATIONS

The following minimum expectations are established for SIGs, but activities beyond these are encouraged:

- 1) Maintain three (3) current members of the SIG as shown in the Current Member list maintained by the SIG Leader and sent to the Program Chair quarterly.
- 2) Hold a minimum of four (4) meetings (virtual or in person) per year.

- 3) Facilitate continuous SIG mission-relevant networking and information sharing among SIG members.
- 4) Provide up-to-date SIG-related content for the ICF Oregon website, ICF Oregon newsletter, and ICF Oregon Members Facebook group.
- 5) Set and collect fees to cover SIG's meeting costs.
- 6) Handle any ethics concerns that may come up using the existing ICF Oregon Grievance Process.
- 7) Shut down the SIG using these steps:
 - a) SIG Leader informs all current members of the SIG that the SIG is discontinuing.
 - b) SIG Leader contacts the ICF Oregon President (or President-Elect) to arrange to donate any positive cash balance to ICF Oregon; President (or President-Elect) deposits funds in ICF Oregon bank account and emails a copy of the deposit slip to both the Treasurer and SIG Program Chair; Treasurer records funds as line item income; SIG Program Chair attaches copy of deposit slip to Quarterly SIG Report.
 - c) SIG Leader files the final SIG Meeting Report checking the box indicating that the SIG is discontinuing and has a zero cash balance.
 - d) SIG Program Chair informs the Board that the SIG has been shut down via the SIG Quarterly Report.
 - e) SIG Program Chair works with VA to remove any content related to the discontinued SIG from the ICF Oregon website.

IV. SIG PROGRAM CHAIR RESPONSIBILITIES

- 1) Make monthly SIGs Announcements to ICF Oregon Chapter Members to inform/remind them of their SIG Program benefit (at Chapter Meetings and via ICF Oregon Members Facebook group).
- 2) Work with VA to keep SIGs information on ICF Oregon website up-to-date.
- 3) Update Board and Treasurer quarterly on SIGs using SIG Quarterly Report form.
- 4) Assist SIG members to bring any issues or concerns to to the ICF Oregon Board, using the ICF Oregon Grievance Process.
- 5) Provide SIG Leaders with forms and training needed to comply with these Guidelines.
- 6) Upon approval of a SIG, the Chair shall:
 - a) Ask the VA to create an entry on the SIG page on the website, and provide the content;
 - b) Tell the Communications and At-Large Directors about the new SIG;
 - c) Send the New SIG Leader packet to the new SIG Leader;
 - d) Create a reminder to touch base with the new SIG Leader monthly.

- 7) Receive, acknowledge and keep the Member Rosters and Meeting Reports of each SIG.
- 8) Carry out the SIG deletion process described in III.7.d and e.

SIG Program Chair Term: One-year, renewable.

V. SIG LEADER RESPONSIBILITIES

- 1) Solicit and schedule presenters (if any) for SIG meetings.
- 2) Post SIG's meeting announcements to ICF Oregon Members Facebook group at least ten (10) days before each meeting.
- 3) Respond to all inquiries about the SIG within two business days.
- 4) Attend and facilitate their SIG's meetings.
- 5) Keep SIG's mission statement, Member Roster and contact information current.
- 6) Work with Sales & Marketing Director to revise SIG's marketing copy as needed.
- 7) Collect meeting payments; track SIG's expenses; provide SIG Program Chair with Quarterly SIG Income/Expense Report.
- 8) Create a record of each meeting (using SIG Meeting Report form); provide copies of form to SIG Program Chair quarterly.
- 9) Act as the liaison between their SIG and the SIG Program Chair.

SIG Leader Term: One-year, renewable (except for SIGs with shorter expected life spans, such as book groups).

VI. ICF OREGON CHAPTER RESPONSIBILITIES

To support SIGs throughout the year, ICF Oregon will:

- 1) Provide space in the ICF Oregon newsletter for SIG information.
- 2) Provide space on the ICF Oregon website for SIG content, including contact details.
- 3) Provide SIG Program Chair with forms and training needed to comply with these Guidelines.