



## **NZARE POLICY ON SPECIAL INTEREST GROUPS**

(revised February 2011)

1. Members of NZARE who have an interest in a specialist research domain are able to form a Special Interest Group (SIG) within the Association. Application to form a SIG will be made using the 'Intention to form an NZARE Special Interest Group' form which is appended to this policy and available on the Association's website. Applications will be received at the Association's AGM.
2. A minimum of 15 financial members of the Association is required to form a SIG. Those members must appoint a convenor. The convenor (or designate) will be responsible for keeping the Council informed of SIG business by liaising with the Council member responsible for the SIG portfolio.
3. Once formed, and at each annual meeting, SIGs must lodge a statement of goals and achievements. These will describe the work the SIG has undertaken in accord with the Association's broader aims and goals.
4. By request, SIGS may be allocated website space (on the NZARE website) and receive support from the web administrator for the production of material for the website.
5. Once formed, the initial membership list of the SIG will be drawn from the list of founding members. Thereafter, membership data for the SIG will be extracted from the Association's membership database and reproduced on a SIG web page.
6. A SIG email distribution list will be established from the NZARE membership database and managed by the Secretariat. The SIG convenor can send email to the SIG members via this list.
7. SIGs will be allocated time at each annual meeting and conference for meetings and symposia. The convenor of the SIG is responsible for liaising with the conference programme committee to make necessary arrangements.
8. A regular column, reporting the SIGs activities will be provided to the editor of INPUT for publication. Any ad hoc notices for and about the SIGs activities will be published on the SIGs website and through INPUT. The Convenor (or designate) will be responsible for supplying copy to the web-master and INPUT editor as necessary.
9. On application, a SIG may be put into recess for up to two years. If a SIG remains nonoperational after this time period, an application will be made to annual meeting by Council, for the SIGs disestablishment.
10. A nominal fee will be paid for SIG membership to contribute to administration and overheads. The amount will be notified on the membership form and paid concurrent with the annual membership fee.

*Policy adopted June 2009, Revised February 2011*

## **Intention to form an NZARE Special Interest Group (SIG).**

Name of proposed SIG: \_\_\_\_\_

Aims\*: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rationale\*: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Research Interests: \_\_\_\_\_

Proposed Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Convenor: \_\_\_\_\_  
*Please print name(s) and email address(es).*

NZARE Members who are joining the SIG\*\*:  
*Please attach separate list of names.*

\*The SIGs aims and rationale must be consistent with the Associations broader aims and objectives.

\*\*The convenor and SIG members must be financial members of NZARE to have the membership of the SIG registered with the Association. A minimum of 15 members is required to form a SIG.