

# SIG Creation & Administration Policy

ACCS-VA Special Interest Groups (SIGs) allow members to interact and discuss things of interest all year long. [View our current SIGs](#). SIGs stay connected through a Google Group that you are added to when you join. If you want to learn more about requesting a new SIG and/or serving as a SIG Chair, please read on:

## Creating a new SIG

The ACCS-VA board reserves the right to review each proposed Special Interest Group (SIG) prior to its creation to ensure it is:

- Representative of the mission and goals of ACCS-VA
- Not already in existence, or duplicating a very similar topic

Requests to create new SIGs should be submitted to the ACCS-VA Advisory Board via <https://accsva.org/about/contact/> and include the following information:

1. A charter statement that
  - includes a description of the SIG
  - outlines what it offers or provides to potential members.
  - explains how the SIG is supportive and representative of the mission and goals of ACCS-VA
2. Identification of a committed leader (and co-leader whenever possible to step up in the absence of the primary leader)
3. Email addresses of at least 10 ACCS-VA members indicating support of the proposed SIG

## SIG Administration Guidelines for SIG Chairs

Once your new SIG has been established, the SIG Chair must:

1. Submit a proposal form during the time that Call For Proposals are open to reserve a meeting time for the SIG during the annual conference
2. Make a minimum of 4 points of contact with your members throughout the year (at least 1 time quarterly)
3. After the annual conference, confirm whether your SIG will continue for another year and whether you plan to continue serving as the leader.