

ANZAME SPECIAL INTEREST GROUPS

Background and Aims

Special Interest Groups were first developed in 1997 to provide a forum to build networks and to continue discussion of matters of mutual interest to members, between annual conferences.

The aims¹ of the Special Interest Groups are

- to create a network of members with an interest in a particular area
- to allow the active continuation of an activity or area of particular interest to a group of ANZAME members
- to promote development of this interest, activity or discussion
- to disseminate information.

To establish a Special Interest Group, an application must be submitted to the Committee of Management by a financial member of the association. The submission should briefly outline

- the area of interest of the group
- the purpose, goals or objectives of the group
- an indication of the likely level of interest from members of the association
- the name and contact details of the suggested convenor, who must be a financial member.

The role of a Special Interest Group Convenor is to

- convene the group
- encourage activity in the area of interest
- maintain the network of members, usually, but not necessarily, by email
- assist the President in responding to public issues
- contribute occasional reports of the activities of the group to the Bulletin
- provide information to the Bulletin Editor and the Web-site Coordinator for placement on the ANZAME web site, to promote the group
- provide a summary report to the Honorary Secretary for Meeting 3 of the Committee of Management each year
- advise the Committee of Management if the group is no longer active and is to be disbanded.

Special Interest Group procedures

The structure and mode of operation is to be left to the groups themselves but could include regular email or other communication, and the planning of workshops, PeARLS or joint poster sessions at conferences. The convenor may apply to the Committee of Management for a grant for expenses incurred in the organisation of the group up to a maximum amount of \$200. Expenses may include items such as stationery and postage; and all documentation must be presented for accounting purposes. This may be

¹ First developed in 2000

considered as seeding funding, and would not be available the following year unless a report is received at Meeting 3 outlining details of past expenses and expected future expenses.

The administrative officer should be included in the email list of all groups. All communication from the convenor to be labelled as Convenor, ANZAME Special Interest Group.

The key to these groups is for them to

- Meet the needs of the group
- Promote development of new ideas or discussion around topics of interest to ANZAME
- To be flexible in the way they operate

This means activity may wax and wane, groups may disband or split into two or more groups.