SIG Chair and SIG Coordinating Committee Chair Responsibilities

The Society for Cinema and Media Studies is proud to sponsor a thriving set of Scholarly Interest Groups as part of its organization and mission. These groups identify strong intellectual currents and areas that characterize the discipline and offer individual members the opportunity to form and to join communities with shared interests. SIGs provide fellowship and networking opportunities for their members, while supporting scholarship, pedagogy, and mentoring in their fields of interest within the SCMS.

To help to address some frequently asked questions about the duties of SIG chairs and SIG CC Chairs, the Board of Directors offers this set of guidelines. We understand that each SIG may have duties that are self-assigned according to the specificities of the SIG. What follows is an outline of the basic responsibilities common to all SIGS.

Since some of these responsibilities are time-sensitive (such as applying for funding and a meeting space at the conference), please check the annual calendar posted on the SCMS Web site for relevant due dates/deadlines for that year. You will receive reminders from the SIG liaison, but SIG chairs should keep abreast of the annual tasks, as below.

The SCMS Web site url is: www.cmstudies.org. The email address of the SCMS office is: office@cmstudies.org.

You can locate information about your SIG by going to the SCMS Web site and clicking on the left-side tab for "Caucuses/Groups/ Orgs." Then click on "Scholarly Interest Groups" to be taken to all of the SIGS and links to their individual pages; if you click on a specific SIG in the drop-down menu that also appears with "Scholarly Interest Groups," you will be taken directly to that SIG's page.

SIG Chairs

Internal Organization and Membership

- Update your SIG mission statement and by-laws if and when necessary; changes must be approved by 2/3 of your members and by the SCMS Board
- Recruit new members
- Ensure that you have the 25 members required to maintain your SIG
- Ensure that your constituents maintain current membership in the Society

Elections:

- Call elections for two co-chairs, each of whom serve staggered three-year terms
- Hold elections at the conference; or arrange with the SCMS office and Web Content Manager to have a space on the Web site to run elections; only members in good standing can vote

- Report the results of the election to the SCMS Secretary and office
- Consider electing a graduate student representative (if you haven't already) to a term agreed upon within your SIG. Although it is optional, the Board has recommended that each Caucus and SIG have such a representative as part of their leadership structure; it provides the occasion for both inclusiveness and mentoring. Note: If you do add a graduate student representative to your SIG, you must change your by-laws to reflect this and send the amended version to the Secretary and the office.
- Train and mentor incoming chairs

SCMS Conference:

- Schedule an individual meeting of your SIG at the conference through the SCMS office
- Request funding through the office. Usually this is $500.
- Communicate with your members and then with the office and Conference Program Committee Chair as to which workshops, panels, and screenings your SIG would like to sponsor. A maximum of 8 panels and workshops (total) can be sponsored. *Important: These are tasks undertaken once the preliminary program appears online, usually in December.
- Send a co-chair or representative to one of the New Members' Orientation sessions and to the Members' Business Meeting at the conference

Reports:

- Submit annual reports to the SCMS Secretary and office in the spring. An interim report may be submitted in the fall. A template for the report can be found on the last page of this document.

Communication:

- Ask questions or pose issues of concern to the SIG Coordinating Committee Co-Chairs
- Represent the mission and goals of the SIG to the SIG Coordinating Committee Chairs and to the Board of Directors liaison (the latter is appointed annually)
- Keep your SIG Web page information up-to-date, forwarding any revisions to the office.
- Appoint a member of your SIG to receive training at one of the tutoring sessions that will be offered at the conference to maintain and update your Web page. We will be phasing in this model at the 2012 Boston conference. (More information will follow regarding these sessions).

SIG Coordinating Committee Chairs (The SIG CC functions as a formal networking group for all of the SIG chairs and members)

Elections:

- The SIG CC chairs are elected by the SIG co-chairs at their annual spring conference meeting or through online voting held through the SCMS Web site. Results should be reported to the Secretary and office no later than June 30.

SCMS Conference:

- Convene and chair a meeting of all SIG co-chairs at the conference (to which the SCMS Board liaison may be invited)
- Arrange a time for this meeting with the office
- Discuss with the Board of Directors each year whether the SIG co-chairs will be invited to the Board meeting at the conference to discuss SIG matters

Reports:

- Write an annual report that includes the larger, collective initiatives of and requests from the SIGS, to be submitted to the Secretary and the office in the spring.

Communication:

- Offer ideas for initiatives for the SIGS
- Facilitate communication among SIG co-chairs during the year—especially in relation to critical moments in the SCMS calendar that involve SIGS (July/August for panel organization; December for panel, workshop, and screening sponsorships; the pre-Conference period; and before and during the SIG CC and SIG chairs' general meeting at the conference)
- Field questions from the SIG chairs and members; when in doubt, contact the SIG liaison from the Board for answers
- Maintain contact with the liaison from the Board and provide information about issues that the SIGs would like to bring to the Board

Template for SCMS Caucus & Scholarly Interest Group

Annual Reports to the Board of Directors

Caucus/Scholarly Interest Group Name:

Report submitted by (Name, Title, Institutional Affiliation, and Role in the SIG):

Date Submitted:

I. **Summary** of Past Activities (since last report)

A. Election Results

B. Other Activities/Initiatives

II. Brief **Summary** of Upcoming Activities (no more than a-half page)

A. Annual Conference (e.g., **summary** of meeting agenda items, the number of sponsored panels, workshops, screenings, special events)

B. Other Future Activities

III. Bulleted Questions/Issues for SCMS Board of Directors' consideration (if any)