

# Special Interest Group Roles & Responsibilities



## All Members

- Focus on the best interests of the SIG and SHM over their own personal interests
- Disclose all real or perceived conflicts of interest as they arise



## Chair

- Attend and participate in council meetings and teleconferences
- Develop meeting agendas with input from SHM staff and council members and post them in HMX
- Assign responsibilities to council members
- Set deadlines for completion of assigned responsibilities
- Work with SHM Staff to compile reports on semi-annual goal progress
- Complete Issue Briefing with Goal Leader and SHM Staff liaison for goals/projects requiring SHM Board approval
- Communicate to the entire council on actions and decisions of the SHM Board regarding SIGs
- Coordinate meeting dates with staff and post them in HMX
- Oversee and approve the minutes of SIG meetings and post them in HMX
- Nominate a representative to serve on the Membership Committee



## Vice Chair (Chair-Elect)

- Attend and participate in council meetings and teleconferences
- Work with chair to lead SIG
- Serve as acting chair if/when chair unavailable



## Executive Council Members

- Attend and participate in council meetings and teleconferences
- Prepare for meetings by reviewing agenda and reading background materials
- Respond in a timely fashion to requests for information from the Chair
- Keep a pulse on postings in HMX and respond to requests/questions
- Complete all assignments in a timely fashion
- Present new projects ideas and be community leaders



## At-Large Members

- Attend and participate in council meetings and teleconferences
- Identify opportunities to initiate or participate in ongoing projects/goals
- Communicate with peers in HMX
- Signup to become member of SIG



## Staff Liaison

- Assist in development of meeting agendas
- Assist in taking of minutes
- Work with Chair to compile quarterly reports for board of directors
- Provide administrative support for SIG chair and SIG as a whole
- Working knowledge of HMX to provide support to SIG members
- Be conduit for communication between SIG and Membership Engagement Manager for requests to CEO and board of directors
- Report to SIG chair and members on direction and decisions from the board of directors regarding the SIG