



ROCHESTER CHAPTER
Association for
Talent Development

Special Interest Groups (SIGs) Guidelines

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Welcome Letter

Dear fellow ROCATD member,

Thank you for your interest in being a SIG leader. Please know our SIGs are the lifeblood of our chapter. Your contribution makes a difference.

We appreciate the fact that you are a volunteer with other life responsibilities. The purpose of this packet is to make your role clear and easy.

I am your VP of Professional Development and here to support your and your SIGs success. Feel free to email or call with any questions (programs@rocatd, 585.727.1378).

Thank you again for your help and willingness to lead our SIG. I look forward to serving you.

Bob Peter, VP Professional Development

ROCATD

Key Responsibilities

1. Meetings
 - a. Identify topics of interest for your SIG meetings.
 - b. Secure a meeting location conducive to your group size and needs, consider current SIG/ROCATD member company locations or donated space.
 - c. Schedule meetings, consider a consistent day and time of the month. Do not schedule SIG meetings to conflict with ROCATD program events.
 - d. All meeting information should be provided to the VP of Programs 5+ weeks in advance to allow for marketing /communication to promote attendance.
 - e. Refreshments, check availability and options for coffee/water for your meetings. Review options and costs with your VP of Programs to determine the best option.
 - f. Ask for a volunteer to take notes on the meeting and send a quick summary to the VP of Programs to share on our ROCATD Blog (pictures are welcome too with consent of those in the picture).
2. Registration
 - a. Encourage all SIG members and interested meeting attendees to register for meetings through our ROCATD website to minimize “walk-ins”.
 - b. The day before the meeting, print-off a copy of the meeting attendance sheet from our website for use at the meeting.
 - c. Have meeting attendees sign-in using the attendance sheet (check-off) or write their name, email, phone #, company and member/non-member status at the bottom of the sheet.
3. Membership
 - a. Mention our SIG/ROCATD Chapter membership policy – non-members may attend two SIG meetings prior to joining our chapter, encourage them to do so.
 - b. Provide ATD membership information and contact information to non-member attendees, membership@rocatd.org.
4. Programs
 - a. Provide a quick update on upcoming ROCATD Chapter programs.
 - b. Share program information/calendar card if available, www.rocatd.org.

SIG Leadership

-) Have fun leading your SIG – people are there based on common/shared interests and desire to interact
-) You are the point person for your SIG’s meetings, members and communication. Respond to SIG related emails and phone calls.
-) Relay communication/questions to the appropriate ROCATD BOD member when necessary (membership, finance, marketing/communication, programs).
-) You may choose to have members complete a survey to determine meeting topics.
-) If you choose to have guest presenters:
 - o Ask members to be presenters/facilitators
 - o Line-up the calendar year of meetings
 - o Brainstorm with speakers/members on topics (interactive is key)
 - o Request a one paragraph topic description, pic and bio for use on our website
 - o Tell speakers ahead of time about how many handouts they will need
 - o Ask if speakers have any AV needs so arrangements can be made
-) Manage your SIG email distribution list by working with the VP of Programs and VP of Membership (make sure everyone ends up on our list)
-) Connect all non-members attending meetings with the VP of Membership, provide name and email: membership@rocatd.org.
-) Meeting Tips:
 - o Allow 15mins for networking and arrival
 - o Registration sign-in
 - o Name tags can be helpful for larger groups, have participant introduce themselves in round-robin format (you start)
 - o 5min for chapter/membership updates
 - o Next meeting reminder, logistics and ground rules
 - o Introduce topic and speaker (45min-1hr)