



Texas Association
for College Admission
Counseling

TACAC Special Interest Groups (SIGs) Guidelines

PURPOSE

SIGs are loosely structured communities of members formed for the purpose of knowledge sharing and discussion among members with similar interests, whether they are specific subjects, issues, or type of institution or students they serve. SIGs nurture the growing diversity within the association by providing small “micro” communities within which members can network and add value to their TACAC membership experience.

To obtain and maintain status, SIGs are expected to adhere to the following procedures developed by the TACAC IDEA Committee to assure engaged and continuous SIG leadership. SIG approval is at the discretion of TACAC leadership.

SIG MEMBERS

Special Interest Groups are meant to enrich TACAC members’ experiences therefore participation in SIG activities is limited to TACAC members only.

PROMOTION OF SIGS AND SIG ACTIVITIES

New members will be informed of SIG groups when they receive their welcome information. The TACAC Communications Committee will accept information from SIGs to share with all members that promote the work or purpose of the SIG.

SIG FACILITATORS

The Special Interest Group key contacts will be known as the SIG facilitators. The SIG facilitators are identified by the IDEA Co-Chairs and the recommendations are shared with the TACAC executive officers for approval. Facilitators will serve two years coinciding with the annual spring conference. It is recommended that each SIG have a designated SIG facilitator and co-facilitator and must provide TACAC with their names immediately after their selection. SIG facilitators must be members of TACAC.

Facilitators must agree to be proactive in engaging SIG members in networking and discussion and be responsive to requests for information about the SIG. All SIG facilitators are encouraged to attend a SIG leader meeting at the NACAC annual conference.

SIG ACTIVITIES

TACAC will provide meeting space and time for SIGs to meet at the annual TACAC conference. It is the responsibility of the facilitator to work with the conference co-chairs to request space for the SIG. All Special Interest Groups should attempt to hold a meeting at the TACAC conference to ensure continued interest. SIG meetings will be advertised in conference promotional items to ensure all interested individuals may attend the meetings.

FORMING A SIG

To gain recognition as a new TACAC SIG, a group must submit a TACAC Special Interest Group proposal to TACAC to be reviewed by the IDEA Committee. Once approved the request is submitted to the executive officers by the IDEA co-chairs for approval as a SIG.

The application requires:

- SIG mission statement articulating how the group furthers and promotes TACAC's mission. SIGs formed for the discussion and/or promotion of a specific product or service will be discouraged.
- Identification of a committed facilitator and co-facilitator (to step up in the absence of the primary facilitator).
- A new SIG must have at least 15 TACAC members that support or show an interest in being a part of the SIG. Their names must be added to the SIG Interest Form.

MAINTAINING A SIG

Basic requirements for maintaining a SIG:

- Each SIG will have a facilitator and a co-facilitator who are TACAC members.
- Each SIG will hold a meeting at the TACAC conference if space is available and a request for space has been submitted. TACAC staff will work with the SIG facilitator to determine a meeting time and space. Information about SIG meetings will be included in conference materials.
- SIGs that do not meet for two consecutive years will be suspended unless it was due to conference space not being available (documentation should be maintained).
- Each SIG will be required to submit an annual report outlining the SIG activities to the IDEA co-chairs. Report forms will be provided by the TACAC IDEA co-chairs and reviewed by the IDEA Committee.