



# Texas Association for College Admission Counseling

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## GUIDELINES FOR SPECIAL INTEREST GROUPS (SIGs)

### 1 PURPOSE

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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 Membership Committee to assure engaged and continuous SIG leadership.

### 2 SIG MEMBERS

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Special Interest Groups are meant to enrich TACAC members’ experiences. SIG activities are available to TACAC members and non-members such as participation in the TACAC Conference SIG meetings.

### 3 PROMOTION OF SIGs AND SIG ACTIVITIES

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

### 4 SIG FACILITATORS

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The Special Interest Group key contacts will be known as the SIG Facilitators. SIGs need committed facilitators. The SIG Facilitators are identified by the Membership Chairs and the recommendations are shared with the TACAC President to appoint the facilitators of the SIG. Although there are no specific terms of office, it is recommended facilitators serve at least one year and no more than a year term. It is recommended that each SIG have a designated SIG Facilitator and Co-Facilitator and must provide TACAC with their names, terms,



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and contact information immediately after their selection. SIG facilitators must be members of TACAC.

SIG 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 National Conference.

## 5 SIG ACTIVITIES

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### Meetings at TACAC Conference:

TACAC will provide meeting space and time for SIGs to meet at the TACAC Conference. It is the responsibility of the facilitator to work with the conference coordinator and conference chair at LDI to request space for the SIG. Upon the request TACAC will provide SIG facilitators with the information to request a meeting space. All Special Interest Groups should attempt to hold a meeting at the TACAC Conference to ensure continued interest. SIG meetings will be announced in the Conference Program so that all interested individuals may attend the meetings. Space will be provided at the time that fits the conference schedule and as determined by the conference chair and coordinator with suggestion by the membership chair.

### SIG Exchange Groups

SIG members are encouraged to continue to share knowledge and discuss issues during the year. To this end, a discussion group will be created on TACAC's community or through the Facebook page, for each SIG. This group will be available to TACAC members and non-members through the TACAC website. The TACAC group is designed to improve online member communications by simplifying the process for users.

SIG facilitators are expected to keep the SIG group dynamic during the year by posting and encouraging discussion.

## 6 FORMING A SIG

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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 Membership Committee.



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Once approved by the membership committee this request is submitted to the executive officers by the membership chair(s) 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).
- Completion of a [SIG Support Form](#) by at least 15 TACAC members that support or show an interest in being a part of the SIG.

## 7 MAINTAINING A SIG

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### 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 process for request of 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 membership chairs. Report forms will be provided by the TACAC membership committee chair(s) and reviewed by the Membership Committee.