



RESPONSIBILITIES OF INTEREST GROUPS CHAIR

Interest Groups Chair is a member of the IWAG Board. She is elected for one year, starting immediately after the IWAG General Elections in May. She can serve maximum 3 consecutive years.

I.RESPONSIBILITIES:

1. Attends all Board meetings and General Business meetings (GBMs).
2. Twice a year attends the newcomer's coffee morning to present the interest groups, with the list of interest groups, contact list of group leaders
3. Attends as many coffee mornings as possible to present and announce any changes, additions regarding the groups.
4. Coordinates all interest groups: interest groups run between September – end of May.
5. All year long:
 - ✓ Forming new group:
 - The Chair meets with the prospective group leader to discuss all aspects of the group.
 - The Chair presents the new group to the Board and then to the members at the next GBM together with a new timetable and sign-up list
 - ✓ Changes in the groups: groups can be temporarily be cancelled or changes the leader.
 - The Chair supervises all of these changes; informs the Board and General membership.

6. Twice a year, organizes meetings with the Group Leaders to discuss new ideas and all issues related with groups. The Chair has to find a venue and send invitation accordingly.
 1. First meeting: After IWAG Election on May, before summer break, in order to discuss the next year's plans, find out if the leaders will be staying, willing to continue the group etc.
 2. Second Meeting: on September: To plan the annual calendar.
7. On September: prepares sign up lists and sends them to the leaders
8. At the September GBM:
 - ✓ presents all interest groups and their groups leaders.
 - ✓ Asks each leader to present her group individually
 - ✓ prepares sign-up lists for all members.
9. Updates "Calendar of events" at the website: The website provides information to the members about dates, time, place of the events. Any changes need to be reflected to the calendar as well.
10. Before each GBM, contacts with group leaders to learn if they will have any announcements to make at the Meeting.
11. At every GBM, distributes the updated list /timetable of interest groups
12. Once a year preferably on February, in cooperation with the newsletter Chair, plans and designs a special issue of "Interest Groups Newsletter". To do so, asks an article with pictures and/or any other contribution necessary from each group leader.