

## Special Interest Group Chair Timeline

	Jan	Febr	March/April Annual Meeting	May	June	July	Aug	Sept	Oct	Nov	Dec
Attend MAC/SIG Chair luncheon on Monday preceding the annual meeting.			X								
Each SIG to select/elect/confirm Chair for three-year leadership plan.			X								
MAC/SIG Coordinator contacts each SIG Chair to provide guidance on SIG Chair requirements.				X							
2009 SIG Annual Program Planning Worksheet to Central Office (required)						July 1					
SIG Speaker Grant* Application						July 1					
Provide written updated SIG Purpose Statement and Chair Selection Process to MAC/SIG Coordinator. Review and update as needed every 5 years.						July 1, 2009					
SIG Speaker Grant* award notification										Nov. 1	
AV and room requirements to Central Office	X										
Request to Establish a New SIG emailed to the MAC.						July 1					

\* Prior to 2008, the SIG Speaker Grant was formerly known as the SIG Stipend.