

Defining principles for a SIG and a SIG meeting within the AULC

- 1 A Special Interest Group (SIG) is an identifiable sub-group characterised by having a specialism within the stated aims of the of the AULC and of interest to the general membership. This specialism or area of interest needs to be on-going and not reactive to a one-time occurrence.
- 2 The specialist interest in the sub-group is consistent with the aims of the AULC namely: to encourage and foster good practice and innovation in language learning and teaching and effective resource management and administration. An AULC SIG creation requires the agreement of the Executive Committee and must report activities to the Executive Committee.
- 3 The SIG has networking opportunities in promotion of its specialist interest. This may be by correspondence (JISC mail or other) or by holding SIG meetings “virtually” or in situ.
- 4 SIG correspondence is open to all personnel who have applied to be included and who are members of an institution, which is an institutional member of the AULC. It is not open to commercial organisations who for whatever reason are associated with the AULC or individual members of the AULC.
- 5 The Executive Committee appoints SIG co-ordinators. The co-ordinator will normally serve a term of three years, which is renewable for a second term.
- 6 Commercial organisations may be invited to SIG events in order to participate with the aims of promoting innovation and good practice.
- 7 SIG communications may include correspondence from commercial organisations associated with SIG activity at the discretion of the SIG organiser. This must be in the interest of the AULC.
- 8 Participation in SIG meetings should be primarily by the membership and for the membership, drawing on in-house expertise.
- 9 Members attending SIG meetings and events should not need to be paid for their attendance. If approved by the Executive Committee, it should be possible assist some attendees with travel costs.
- 10 The costs of hosting a SIG meeting must be borne by the host organisation and are not under-written by the AULC.
- 11 The costs of hosting a SIG meeting must be borne by the host organisation and are not under-written by the AULC.

- 12 Other “events” endorsed by the AULC or spun off from SIGs should also report to the Executive Committee and so on to the AULC membership. Such approved “events” must also ask for permission to use the AULC logo and should be encouraged to do so.

The role of the Events Officer – AULC

- 1 The Events Officer role is one that is primarily advisory to those wishing to host a SIG meeting or an AGM/Conference of the AULC. The Events Officer’s role is not that of Event Organiser.
- 2 The Events Officer needs to attend the preparatory meetings held by the Executive Committee at the planning stage of an AULC AGM/Conference event in order to overview the preparations and to assist with planning.
- 3 The Events Officer can help to find sponsorship for AULC events but is not responsible for doing so.
- 4 The Events Officer with the AULC Executive Committee can overview a proposed SIG event in order to ensure that it does conform to the aims of the AULC as a whole as opposed to a local institutions event badged with AULC patronage.
- 5 The events Officer may be asked to attend AULC associated events on behalf of the Executive Committee.