

## North Carolina Center for Creative Retirement

### **Guidelines for SIGs**

Special Interest Groups are provided as a benefit to NCCCR members. Each SIG is required to have a "Champion," or coordinator, who is responsible for the activities of the group and who ensures compliance with all rules set by NCCCR. SIGs are interest groups and not for instruction.

The rules include but are not limited to:

### **Application for a new SIG**

Applications for new Special Interest Groups are to be submitted to the Membership SIGs Sub-committee, who will review all requests and pass them on to the Membership Committee. Requests may be approved, returned to the submitter for additional input or with suggestions for revision, or rejected.

Form - Each applicant for a new SIG is required to provide details and support information to the Membership SIG sub-committee to enable the sub-committee to evaluate the proposal. A SIG Proposal form should be completed and submitted to the SIGs sub-committee chair or designated committee member.

Organizational meeting - Each applicant for a proposed SIG is required to hold an organizational meeting for interested members. It is important that this meeting is promoted well to ensure that sufficient members attend. At least 12 people at the meeting should sign up as founding members of the proposed SIG.

Minimum numbers for viability - To ensure viability it may be necessary to establish a minimum membership in the SIG. There should be at least 6 members at each meeting for viability, but this number may be adjusted according to the type of SIG and space availability at the Center.

Champion and designated assistants - Each SIG must have a "Champion" who will take responsibility for the running of the group. It is suggested that each "champion" designate an assistant who can take over responsibility when necessary. To provide publicity and announcements for meetings, a SIG member should be appointed to report updates and new content for the SIG's Web page, bulletin board notices, and activities binder. A copy of each report should go to the SIGs sub-committee chair.

Recruiting and publicity - Each SIG is responsible for recruiting participants and for any publicity, correspondence, e-mails, etc., for this purpose.

Self Reliance - Neither NCCCR staff nor the various committees will be able to devote any time to a SIG, other than those tasks of scheduling and publicizing already mentioned. SIGs must be self-reliant.

## **Organizational meeting**

Each beginning SIG is required to hold an organizational meeting to:

- Assess the degree of interest amongst members and others
- Agree on the Champion (coordinator) and others who will assist in the organizing and functioning of the group.
- Review the rules which are set by NCCCR for the SIG and for the use of the Reuter Center.

## **Operation of SIGs**

- SIGs are open to all NCCCR members, but SIG organizers may designate certain levels of competence or experience or a preference that members have been enrolled in a particular College for Seniors course.
- Visitors who wish to learn more about a particular SIG or NCCCR are welcome at most SIG meetings (check with the 'champion' to ensure that space is available). Visitors will be encouraged to become NCCCR members. NCCCR membership brochures and NCCCR application forms should be given to visitors. Membership is required for anyone wishing to become a regular SIG participant.
- Commercial or professional solicitation for services or products shall not be permitted at SIG meetings.
- Schedules for SIG meetings are subject to Reuter Center room or space availability. NCCCR courses, NCCCR membership events, UNCA events and NCCCR building rentals take preference in the allocation of rooms.
- SIGs meeting at the Reuter Center are required to select a regular meeting schedule and to make space reservations two months in advance on a rolling basis (e.g., in June, reservations will already have been made for June and July, and reservation for August should be submitted.)
- SIGS meetings in the Reuter Center should be scheduled during the following time periods:
  - Monday to Thursday 2:30 to 8:00 p.m.
  - Friday 1:00 to 8:00 p.m.(These times will be reviewed each term to accommodate class schedules and other Center activities.)
- Meeting rooms or areas used by SIGs are to be cleaned and furniture returned to the standard set-up positions (most rooms have a sign showing the standard set-up). Audio-visual and computer equipment is to be returned to its standard set-up and, where appropriate, returned to its place of storage. SIGs which use materials or processes that produce dust, dirt, or other mess must appoint one of their members to supervise the clean up after each meeting.

- Any user files or programs left on classroom or computer room computers will be deleted automatically.
- The use of the Art Room (RC230) and disposal of hazardous materials is covered by a separate set of Guidelines which are posted in the Art Room. Contact Leanna Preston (Facilities Coordinator) for more information.
- A sign-in sheet is to be used at each meeting. These sheets should be retained by the 'champion' and should be made available to the SIG sub-committee upon request.
- Each SIG is responsible for its own publicity and notification of meetings and solicitation of additional members.
- Each SIG champion is to inform the SIGs sub-committee on attendance, activities, and status of the SIG monthly.
- A flyer or notice can be posted on the bulletin boards for each SIG. Flyers or notices should be colorful or otherwise designed to attract attention, but should be limited to a half-page (8.5 x 5.5"). All notices must be given to Janice Banks for posting.
- Each SIG is responsible for providing information for the SIG Web pages, including updating of content to [ncccr\\_webmaster@unca.edu](mailto:ncccr_webmaster@unca.edu). It is suggested that a SIG member be assigned this task. Separate Guidelines for Web Content is available on the NCCCR Web site.
- If SIG meetings continue or start after 5:00 p.m. arrangements must be made with staff for the opening and/or closing the building. Staff will make arrangements with Campus Security if necessary.

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Membership Committee, SIGs sub-committee  
August 13, 2004, amended May 11, 2006