

Establishing Special Interest Groups (SIGs) within IRAAL*

Setting up a SIG

1. Familiarise yourself with the procedures for running a SIG within IRAAL.
2. Contact the IRAAL SIG Co-ordinator for advice. The current Co-ordinator is Susanna Nocchi (susanna.nocchi@tudublin.ie).
3. Invite potential members to contact you. You can use the IRAAL mailing list and/or other professional or research groups.
4. Organise a planning meeting with interested parties to discuss aims, title, and activities of the SIG.
5. In consultation with interested members, draw up a detailed proposal to be submitted to the IRAAL Executive Committee. **See below for a model proposal.** It should contain:
 - a clear outline of the specialist area within Applied Linguistics to be served by the SIG
 - a rationale explaining why the SIG is needed
 - a set of goals for the SIG
 - proposals for the SIG's first year of operation, including
 - plans for an event for members
 - the names of at least two IRAAL members who are prepared to become actively involved
 - an undertaking that the proposer has read and will adhere to the rules for the operation of a SIG within IRAAL

If the proposal is accepted, it means that your SIG has been approved. SIGs will run for a probationary year before being fully confirmed.

6. When planning your first event and before announcing it, submit a description of the event to the IRAAL SIG coordinator and Secretary. When the event is fully planned, you should:
 - tell the SIG Co-ordinator of time, place and speakers
 - publicise the event to all members on your SIG and to the full IRAAL membership, via the IRAAL Secretary
 - submit a report on the event to the SIG Co-ordinator for inclusion in the IRAAL Newsletter
7. One week before the IRAAL AGM, you will be expected to submit a detailed report. The report must include:
 - the current number of members and a list of names
 - details of events held in the probationary year

Outline of the rules for the running of SIGs within IRAAL

Membership

SIGs members should be (or become) members of IRAAL.

Organisation

A SIG should have no more than three Convenors (members or IRAAL). The SIG may set up a Committee. There should be elections for the Convenor and Committee (when relevant) once every two years.

Each SIG must have a statement of aim and organisation. This is achieved in the set up procedure (the report at the end of the probationary year) and should not be changed without full membership consultation and approval by the IRAAL SIG Coordinator and the IRAAL Executive Committee.

There should be a yearly meeting (AGM) at a SIG event.

The SIG Convenor is responsible for ensuring the submission of an Annual Report to the IRAAL SIG Co-ordinator one week before the IRAAL AGM.

Activities

The purpose of SIGs is to promote/enhance focused discussion within particular fields of applied linguistics. Ways of achieving this lie within the SIG's discretion.

A SIG will normally be expected to hold at least one event per year. The first event may be financially supported by IRAAL.

A SIG will normally be expected to hold at least one AGM between IRAAL Annual Meetings.

SIGs are expected to publicise their activity through the IRAAL Newsletter, on the IRAAL Website and through their own social media accounts.

Terminating SIGs

The IRAAL Executive Committee will close a SIG if there has been no annual report for two years and if there has been a lack of substantive activity for one year.

** The BAAL SIGs regulations were used as a model for this document*

Example of a Proposal for a SIG

PROPOSAL FOR A *[insert name]* SIG WITHIN IRAAL

Goals

The term *[insert name]* ...

should be taken as encompassing those areas which are generally covered in courses in the subject and in journals specific to the field, namely:

[list areas to be covered by the SIG]

Rationale

[Explain why this SIG is needed, what it will do that is not done elsewhere, how it will support the applied linguistics community, how it will advance work in the field]

Aims

[Set out the objectives of the SIG, the processes by which these objectives will be achieved, and the structures which will support the processes.]

Initial Steps

[Set out the steps by which the SIG will be initiated. Make sure that these steps are reasonable and achievable within the resources available. If particular roles are necessary, try to allocate names to those roles. If finance is needed, try to identify the sources.]

Proposers

The following XX members of IRAAL are prepared to be actively engaged in the SIG:

[NAMES – all must be current members of IRAAL]