



SRL Handbook

The SIG Representative's Liaison (SRL) acts as a liaison among the SIGs and the board of directors. The SRL is elected by SIG coordinators every odd year for a two-year term, according to Standing Rule 1.17.

Regular Activities

The SRL should keep in communication with SIG coordinators and other SIG officers via email and face-to-face at conferences and meetings. Open communication is essential in staying informed about what is happening with each SIG.

We also have a Basecamp Team that is used for regular communication. Here <https://3.basecamp.com/4941132/join/Wt75qStmT1BK>

EBM Attendance

The SRL is a non-voting member of the EBM with the right to raise motions. EBMs are usually held in February and June. There is an EBM at the annual conference. The SRL facilitates SIG breakouts or works with the CRL to facilitate combined SIG and Chapter discussions during EBMs.

Financial Steering Committee (FSC)

The SRL is a member of the FSC, which has the main responsibility of creating the annual JALT budget. FSC Meetings are usually held on the Friday before the first EBM (February), the Saturday of the second EBM (June) and at the JALT Conference.

PanSIG Executive Committee

The SRL is a permanent member of the PanSIG Executive Committee. This group oversees the management of the PanSIG conference, including the appointment of future chairs and site chairs, and the choosing of conference venues.

Officer Support Committee

Motion 2022-1-12: Motion to create the Officer Support Committee (OSC) to help orient new officers and support current officers in JALT's SIGs, chapters, and committees.

Currently, JALT officers are by tradition trained by the officers that they replace, but this is an unreliable and inconsistent method. New officers have reported feeling lost, unsure of their responsibilities, and unaware of the resources available to them. This committee will systemize what has been an ad hoc process of orienting new officers. This committee will also help train all officers on new systems; currently, the new JALT website is almost one year old, and JALT has recently adopted BaseCamp for communications, and many officers would benefit from orientation and training on these systems.

EBM Reports

The SRL may give a report at each EBM and is invited to submit a written report for the JENL (JALT Executive Newsletter). The deadline for the first JENL is usually in the second week of January, and for the second JENL is usually the second week of June.

Annual SIG Reports

The SRL is responsible for collecting and compiling annual reports from SIGs. The deadline for submitting the reports is December 31st. Before the conference, the report form should be prepared and tested, usually by sending a link to Basecamp and inviting some SIG coordinators to add information.

At the conference, tell coordinators about the reports at the conference SIG coordinators meeting, and send a reminder by email afterwards. A few days before the deadline, send a reminder about the reports. After the deadline, compile annual reports, which may be in time for the first JENL.

SIG Activities at Conferences

The SRL may consult with the conference planning committee over timing of SIG AGMs and forums for the schedule. The SRL is responsible for sending information on SIG AGMs and Forums to the handbook editor. This is usually done with the cooperation of the schedulers and database managers since this information may not be publicly available in time for the handbook deadline. The SRL works with JCO, the EME coordinator and other Conference team members to organise the SIG tables at conferences.

The SRL is responsible for a SIG Coordinators meeting at conference, which is usually held in collaboration with the CRL and the Chapter presidents meeting. Previously the meetings were separately arranged but were scheduled in the same room at the same time.

Ad Hoc Activities

Visiting SIG conferences and Meetings

This helps keep the SRL informed about what is happening and determine which SIGs need help. This will help immensely when it comes time to determine which SIG is not meeting general JALT requirements.

Creation of New SIGs

Any JALT member may collect (30) signatures on a petition to form a new SIG. When aware of this, the SRL should offer support by telling them the procedure, suggesting existing SIGs to collaborate or avoid conflicts with, and put them in touch with potential members. Once the petition is submitted, a motion should be put to the EBM to create the SIG. The motion is usually co-sponsored by the SRL and the Director of Membership, who works with JALT Central Office (JCO) to check the signatories are also members in good standing. Motion templates can be viewed in the EBM team of basecamp. <https://3.basecamp.com/4941132/join/DZ7JjyMutkVS>

There should also be a constitution ready when the motion is put forward. Existing constitutions can be seen here: <https://jalt.org/main/chapter-sig-constitutions>. The SRL should also consult with the JALT Auditor on matters related to the constitution to make sure there is no conflict with current bylaws.

The SRL may recommend the one-paragraph SIG constitution, which states that the SIG follows JALT rules and bylaws, and therefore requires less maintenance in the future. Alternatively, the nascent SIG may want to add more details into a comprehensive constitution.

New Coordinators

When a SIG gets a new coordinator:

1. Send an email or talk to them encouraging them to get in touch if they have any questions or problems
2. Have them read this JALT Basics document:
<https://jalt.org/page/osc-jalt-basics>
3. Add them to the SIG Coordinator's Basecamp Team
<https://3.basecamp.com/4941132/join/Wt75qStmT1BK>
4. Direct them to the Director of Publicity to be added to the JALT Headquarters Team on Basecamp
5. Tell them about the handbook for SIG coordinators on the JALT.org webpage
<https://docs.google.com/document/d/1QZxnZOhnky4jEqjw0YRsoYHx2ECbB4IA2YhPHI7WNe0/edit?usp=sharing>
6. Encourage them to attend the EBM and offer advice and support.

Change of SIG Status

There is a new procedure here currently being worked on. More on this when it is finalised.

Dissolving of SIGs

This usually happens when officers have lost motivation for the SIG and have not been able to find other SIG members who wish to take over. Also, if a SIG cannot meet minimum requirements using the approved rubric, then a SIG may be dissolved. In either case, the SRL should help draft and may co-sponsor the motion to the EBM.

Merging of SIGs

When SIGs wish to merge, the SRL should facilitate the merger, help draft, and may co-sponsor the motion to the EBM.