



AN ABAI CHAPTER AFFILIATE

Special Interest Group (SIG) Committee Charter

Purpose

The Special Interest Group (SIG) Committee is a standing committee of the Texas Association for Behavior Analysis (TxABA) whose purpose is to serve as a point of communication and collaboration between TxABA and TxABA SIGs. A non-exhaustive list of specific responsibilities is outlined below. This committee shall have other responsibilities as deemed necessary by the TxABA Executive Council or proposed by SIG committee members.

Committee Membership

The SIG Committee shall have one representative from each TxABA SIG with 2 additional members; therefore, there will be a minimum of 3 committee members with no maximum. Unless otherwise stated, committee members shall serve 1-year terms starting May 1 and ending April 30.

Below are the current committee member roles:

- Chair: The chair shall be an existing TxABA Executive Council member and be a voting member of the SIG committee. This individual will be appointed by the TxABA Executive Council by majority vote each year. Any voting or nonvoting member of the Executive Council may serve in this role.
- Equity, Diversity, and Inclusivity for Everyone (EDIE) Committee Representative: A member of the EDIE committee shall serve as an advisory member of the SIG Committee. The main role of the EDIE committee representative will be to collaborate and support SIGs to promote equity, diversity, and inclusivity within the individual SIGs. The EDIE representative will be appointed by the EDIE committee annually.
- SIG Representative: Each TxABA SIG will annually appoint an officer/planner from that SIG to serve as a voting member of the SIG committee. This individual will serve as a representative for that SIG to TxABA and will be the primary point of contact between TxABA and that TxABA SIG. If the appointed SIG representative is not available to attend a

SIG committee meeting, the SIG will designate a fellow officer/planner from their SIG as a substitute for that meeting.

Activities, Duties, and Responsibilities

The SIG Committee is charged to:

- Meet a minimum of quarterly throughout the year with all members or a designee in attendance. Additional meetings may be scheduled as needed by the committee chair.
- Maintain a SIG handbook that is approved by the TxABA Executive Council when changes are made or minimally every 3 years. Changes to the SIG handbook may be proposed by the SIG committee, TxABA Executive Director, or TxABA EC. The SIG handbook will include TxABA policies and procedures related to SIGs.
 - Application for formation of SIGs
 - Requirements to maintain SIG status
 - Participate on SIG Committee. Attend minimum of 3 out of 4 quarterly meetings.
 - Co-host an annual webinar with TxABA
 - Provide annual report at business meeting stating goals for the year and updating twice a year
 - Have a SIG email address that can be on the TxABA website
 - 1-year probation period if not meeting requirements
 - Procedures to dissolve a SIG
 - Financial policies related to bank accounts (e.g., business account, potential to have account under TxABA).
 - Guidance on when a SIG would need to incorporate with the state
 - Examples of transition plans for officers/planners of the SIG
 - Procedure to submit a funding request to TxABA for a SIG event
 - Procedure to get SIG events on TxABA events calendar and promote SIG on TxABA's social media accounts
 - Charter and Procedures for the SIG Committee meetings
- SIG Representatives will provide an update on goals reported at the annual business meeting.
- Discuss plans for increasing SIG membership/awareness to TxABA members.
- Discuss ideas and plans for SIG activities and events
- Make recommendations to TxABA EC on how TxABA can support our SIGs
- Serve as point of contact between TxABA EC and TxABA SIGs
- Submit schedule of SIG and TxABA co-hosted webinars to the program committee annually

