

# TESOL Arabia Special Interest Groups (SIGs)

## FAQs for SIG Applications

This guide aims to support TESOL Arabia members who wish to create a new SIG or revive a 'dormant' SIG. It provides an overview of SIG activities, responsibilities and procedures for those interested in leading SIGs.

### What is a SIG?

Within the TESOL Arabia context SIGs exist to cater to and promote current and anticipated specialized interests, issues and trends within their field. They also provide coordination and leadership for interested members, and organize varied events and opportunities for collaboration, involvement and engagement by diverse modes and approaches within their specialist area.

### What are the aims of SIGs?

General aims common to all SIGs include:

- Support and promotion of the TESOL Arabia organization and its principles. (See <http://tesolarabia.org>.)
- Support for TESOL Arabia and its initiatives (for example, the annual conference).
- Support regionally, nationally and internationally for its SIG membership, where possible.
- Development of strategies to attract new members and embrace a greater range of people.
- The development and provision of varied activities to address membership needs and interests.

Thereafter each SIG will have specific aims related to its membership.

### What do SIGs do?

- SIGs organize events and activities for their members
- SIGs keep members updated about TESOL Arabia events, SIG events/activities, and other related professional development opportunities
- SIGs attend the annual conference (for which one waiver of registration per SIG may be available) and assist in the organization of a SIG Speaker/SIG session
- SIGs send brief reports to *Perspectives* and occasional interim summaries to the SIG Coordinator
- SIGs keep records of both their activities and finances
- A SIG leader attends the TESOL Arabia Annual Retreat (funded)
- SIGs participate in the TASIGs YahooGroup, an internal group for communications with the Executive Council and organizational updates, queries, issues, etc.
- SIGs Report to the SIG Coordinator and TESOL Arabia SIG Committee
- One Leader per SIG attends the TESOL Arabia Annual General Meeting

### **How many events/activities per year do SIGs organize?**

- SIGs are required to organize 3 events per year in different locations throughout the UAE. One or more of these will be organized in conjunction with a Chapter Representative.
- SIGs should also organize 2 additional activities such as a newsletter (electronic or print), a discussion forum, a website/wiki, a research project, a materials bank, a site visit, etc.

### **Who are the SIG members?**

Members of TESOL Arabia choose 2 SIGs to join on the TESOL Arabia membership application form. Lists of these names are circulated to SIG leaders 3 times a year. However, any TESOL Arabia member may attend or participate in any SIG event free of additional charge. (Non-members pay 40dhs to attend events.)

### **What is a SIG Team?**

A SIG Team must comprise at least 3 members of TESOL Arabia with at least 2 being resident in the UAE. It must include a Treasurer and also a 'Spokesperson/'Point Person' for contact. Roles will vary dependent on the SIG theme, but the inclusion of a IT savvy person is recommended. Other roles could include: membership liaison secretary, graphic designer, events organizer, editor...

### **How are SIGs funded?**

Each year SIGs submit a plan of events/activities and budget proposal to the SIG Coordinator. Once the budget for SIGs is decided by the TESOL Arabia Finance Committee and Executive Council, the funds are divided between the SIGs as per their proposals. Funds are payable in two parts. Non-members attending TESOL Arabia events pay 40 dhs. Any such income, up to a maximum of 5000 dhs, may be recycled by the SIG. The SIG Treasurer submits reports on a simple form to the TESOL Arabia Treasurer monthly and at the end of the TESOL Arabia year (September), all unused funds or income is returned to the TESOL Arabia Treasurer. SIGs created during the year (September – June) will be allocated a start-up budget. Application may be made for 'top-up' funds during the year.

### **What can the budget and income be spent on?**

Travel expenses for SIG personnel and event speakers; stationery; event expenses (including basic refreshments), website; printing. .. No gifts should be purchased.

### **What support is available from TESOL Arabia?**

The TASIGs YahooGroup, the SIG Coordinator and TESOL Arabia SIG Committee; other SIG Chairs; the TESOL Arabia website <http://tesolarabia.org>; documentation stored in the Yahoo Group; the Annual Retreat; Executive Council members (including local Chapter Representatives); existing activities, arrangements, paperwork and records for the SIG (if available); TESOL Arabia supplies (banner, stamp, business cards ...), 'New SIGs Starter Booklet', SIG Handbook ...

## ***Still interested? What next?***

**NOTE: You may contact the SIG Coordinator at any time for advice and information regarding the above information and the required procedures.**

### **NEW SIG (or 'Dormant' SIG)**

1. Choose a name for your SIG
2. Locate 3 people to form a team and define their 'titles' and roles
3. Devise specific aims for the SIG
4. Collect evidence that there is a need and interest in this proposed SIG within the TESOL Arabia membership. At least 40 signatures of TESOL Arabia members are required. For example, these may be obtained from colleagues, by attending events and promoting the proposed SIG, by sending information to Chapter Representatives to advertise your concept at their meetings together with a 'sign-up sheet', by circulating a description of the concept on the TESOL Arabia listserv and collecting 'yes' votes sent direct to you – [tesolarabia@tesolarabia.org](mailto:tesolarabia@tesolarabia.org) ...
5. Create a plan for events and activities. This should include 3 events at least and 2 activities. It is understood that difficulties will occur with regard to including specific details of events so a note as to possible location and event type is sufficient, but obviously the more information which can be included, the better. With regard to activities, please mention type, rationale and proposed approach. (Note: If the application is made late in the academic year, the plan should focus on events and activities for the following year. Contact the SIG Coordinator for advice.)
6. Indicate the amount of budget you believe you may need based on the information above. Again, it is realized that specifics will be difficult to include. (SIGs formed towards the end of the academic year will be allocated a starter budget for basic supplies, a meeting of their leaders and related start-up costs.)
7. Please enter this information on the proposal form, and submit the form to the SIG Coordinator, currently Heather Baba, [hmbaba@yahoo.co.uk](mailto:hmbaba@yahoo.co.uk). Signatures, email votes and evidence may be scanned in and emailed, or sent via HCT internal mail to Heather Baba at Abu Dhabi Men's College, or posted to P.O. Box 25035, Abu Dhabi, or hand-delivered.

### **What happens next?**

The proposal will be reviewed by the SIG Committee and a vote taken. If the vote is positive, the paperwork will be submitted to the Executive Council for their approval and a vote.

Membership of persons supporting the SIG will be checked.

This procedure will take up to 2 weeks, and you will be informed of the outcome as soon as possible.

## **SIG REVIVAL ('Inactive' SIG)**

1. Decide if you wish to keep the existing SIG name or create a new identity
2. Locate 3 people to form a team and define their 'titles' and roles
3. Devise specific aims for the SIG
4. Create a plan for events and activities. This should include 3 event at least and 2 activities. It is understood that difficulties will occur with regard to including specific details of events so a note as to possible location and event type is sufficient, but obviously the more information which can be included, the better. With regard to activities, please mention type, rationale and proposed approach.
5. Indicate the amount of budget you believe you may need based on the information above. Again, it is realized that specifics will be difficult to include.
6. Please enter this information on the proposal form, and submit the form to the SIG Coordinator, currently Heather Baba, [hmbaba@yahoo.co.uk](mailto:hmbaba@yahoo.co.uk).

### **What happens next?**

The proposal will be reviewed by the TESOL Arabia SIG Committee and a vote taken. This procedure will take up to 2 weeks, and you will be informed of the outcome as soon as possible.

### **Successful Proposals**

#### ***Congratulations and Welcome on Board!***

Assuming your proposal is approved, you will receive a copy of the SIG Handbook, and the 'New SIG Starter Booklet' and you will receive the full support of TESOL Arabia for your integration into the organization and the set-up of your SIG and implementation of its plans.

**REMEMBER: The SIG Coordinator and TESOL Arabia SIG Committee are always available for help and advice.**



# NEW SIG (TEAM) PROPOSAL FORM

<b>Proposed SIG Name:</b>			
<b>SIG Leadership Team</b> (Name, institutional affiliation of three people willing to form the SIG Leadership Team. Proposed job titles: e.g. newsletter editor, website design, treasurer...) <b>Note:</b> A Treasurer is a requirement			
<b>NAME</b>	<b>ROLE</b>	<b>INSTITUTION</b>	<b>EMAIL</b>
<b>SIG AIMS</b>			
<b>EVIDENCE</b> What evidence is there that the proposed SIG will have an interested following among TESOL Arabia members? (Send any signatures, etc. to the SIG Coordinator.)		(Only applicable to new or 'dormant' SIGs; SIG 'revivals', please ignore this section.)	
<b>EVENTS / ACTIVITIES</b> Proposed events and activities for the first year, or remainder of the academic year. Events may include meetings, workshops ...; activities may include discussion lists, newsletters... If possible, suggest venues for these events. (SIGs should aim for a minimum of 3 events and 2 additional activities.)			
<b>BUDGET REQUIRED</b> Please try to itemize the type of costs envisaged and the anticipated cost. (Contact the SIG Coordinator to discuss this.)			
<b>Other comments to support this proposal:</b>			
<b>Submitted by:</b>			
<b>Date:</b>			