



Canadian Association of Research Administrators

Terms of Reference for SIG Leaders

Thank you for your interest in leading a CARA Special Interest Group! SIGs are one of CARA's most valued initiatives and we appreciate your important leadership in your community.

SIG leaders are given a mandate by the CARA executive to:

- Facilitate, moderate and catalyze discussions on relevant topics in the listserv
- Facilitate appropriate networking of the SIG both virtually and at CARA meetings
- Develop professional development opportunities appropriate to the SIG in conjunction with Michel Kafrouny, Program and Administrative Coordinator
- Attend the national conference
- Develop or facilitating conference sessions (SIG specific) as part of regional and national CARA conferences
- Reach out and actively grow CARA and SIG membership
- Prepare an annual list of goals (format attached) for review by CARA Executive
- Participate in conference calls with other SIG leaders and the Executive Director several times a year
- Encourage their members to participate in both the SIG and broader CARA initiatives
- Act as leaders at the annual conference by volunteering to greet members at the CARA booth and the reception

SIG leaders are also encouraged to:

- Connect with other SIG leaders to identify synergies such as co-hosting networking events
- Seek sponsorship for SIG events after consulting with Executive Director to ensure prospective sponsors are approached in an appropriate and coordinated manner
- Update the membership on special SIG initiatives or goals (via The CARA Connection or list-serve as appropriate)
- Maintain a high profile in the broader CARA community by participating in a variety of CARA initiatives (mentorship program, The CARA Connection or other opportunities)

SIG leaders are initially appointed for a 1-year term which is typically renewed for a second year. If the SIG leader and CARA executive are in agreement on the satisfactory health of the SIG, the leader may continue for a longer period subject to ongoing annual review.

CARA wants to support you in your role, so please contact Michel Kafrouny (michelkcara@gmail.com) if you have any questions or suggestions. CARA also sets up calls among SIG leaders so they can share best practices and ideas. SIGs also have access to CARA's conference line for meetings as required. SIGs can submit information to Michel for the CARA Resource Library on the CARA website.



Annual Goals Template for SIGs

Action	Timeline
Regular emails to the SIG to facilitate discussion on current topics, share articles, encourage participation in SIG and current CARA initiatives.	Monthly
Encourage SIG members to forward any of their news to the newsletter Brag Bag for inclusion in the CARA Connection	Monthly
Recruit new members to SIG and CARA through professional network and research via institution websites, LinkedIn, etc.	Monthly
Survey members about PD needs and forward those to CARA PD Chair	During monthly emails and other opportunities as appropriate
Identify PD offerings on website and in CARA updates, that would be of particular interest to SIG and remind members to register	Ongoing
Participate in calls with other SIG leaders and ED	As scheduled
Survey SIG members about professional development topics for annual conference	September
Develop a plan for SIG workshop or meeting for annual conference	November
Schedule a SIG teleconference to discuss CARA national conference and remind everyone to renew their CARA membership on-line	February
Host a SIG meeting at CARA national	June
Review feedback on SIG meeting at conference	July/August
Draft annual goals and submit to CARA Executive for review	July

Updated: August 6, 2020