

## Operation of Special Interest Groups (SIGs) of the Association of Registered Speech-Language Pathologists

### Composition of the SIG

- The SIG must be composed of active members of the Association of Registered Speech Pathologists.
- To create a SIG, there must be a necessary critical mass consisting of at least 8-10 members of SYEL. There is no limit to the number of members of the group.

### Keeping Minutes and Informing the Board of Directors

- Each SIG must keep minutes of each of its meetings according to the attached form.
- The minutes are signed by the coordinator of the SIG and the secretary/minute taker.
- If more than one meeting is held within a month, then the minutes of all meetings are sent collectively in one form to the Board of Directors for information and approval, between the 23rd-25th of each month, so that the Board can study them at its monthly meeting, which takes place every first Thursday of the month.

### How do a SIG work?

- The SIG will be an integral member of SYEL and will be integrated into it, since they will be coordinated with other activities of SYEL in collaboration with the Board of Directors.
- The actions of the SIG will be shaped according to the interests of the group members, but must be harmonized with the mission of SYEL.
- Each SIG will be coordinated by a smaller executive committee (5 members) which should consist of the following:
  1. Coordinator
  2. Deputy coordinator
  3. Secretary
  4. Member 1
  5. Member 2
- Each SIG votes for its executive committee (5 members)
- At every meeting of the SIG, the executive committee must always be present. The SIG can operate and make decisions with as many of its members as can participate in each meeting (except for the executive committee which must be present at every meeting).

- If a member of the executive committee is absent from 3 consecutive meetings, he/she is removed from the group and replaced by another person.
- Meetings should be scheduled so that the executive committee can be present. If any member of the executive committee is unable to attend, then the date of the meeting is changed.
- The coordinator's duties are:
  - To schedule and convene meetings of the SIG once a quarter or more frequently if deemed necessary.
  - To coordinate the work of the SIG so that it is carried out smoothly and without interruption (e.g. Follow-up with the preparation and sending of minutes, any pending matters, etc.)
  - To inform the Board of Directors of the Association about the work of the SIG
- The duties of the secretary are:
  - To send to SYEL the schedule of committee meetings as soon as it is set by the coordinator.
  - To keep the minutes of the meetings of the SIG
  - To send the minutes for approval by the Board of Directors, between the 23rd-25th of each month
  - If frequent meetings are held, send the minutes compiled in a form
  - At the end of each meeting, the next meeting is set. If the meeting will be held online (via Zoom) the secretary updates the relevant file on [Dropbox](#) so that the office manager can prepare the Zoom link and send it to the members of the SIG in due time.
- Each SIG sets its goals for the calendar year (January-December) and then must implement its goals within the calendar year. Goal setting is done every January and is communicated to the Board of Directors for approval.
- The SIG should prepare its budget for the calendar year and submit it to the Board of Directors by the end of January.
- At the annual plenary session of the Association, the coordinator of the SIG, presents the activities of the SIG and at the same time the report is made.
- Decisions are made by vote. In the event of a tie, the coordinator's vote is double. No member of the group or the coordinator of the group may make decisions without receiving the vote of the executive committee.
- Each SIG must inform the Board of Directors about its activities for good communication and coordination.

- Correspondence or positions of the SIG which represent the entire Association must be co-signed by the president of the Association and the SIG coordinator.
- The SIG should submit for approval to the Board any financial issues related to the execution of their work (e.g. costs for seminars, material orders, etc.).
- The term of office of each SIG begins with the creation of the group and is not affected by the term of office of the Board of Directors, which is three years.
- Each SIG may have its own tab on the SYEL website, which will be updated with useful material that will be decided by the SIG and approved by the Board of Directors.
- If any member of the executive committee does not comply with the operating regulations of the group to which he belongs or does not cooperate as he should with those defined in the regulations or in his cooperation with the Board of Directors, he will be asked to leave the group, following a decision by the Board of Directors.

### Purpose & Actions of SIG

- Identify and record concerns and needs in areas related to their interests and expertise, to the Board and members of SYEL
- To assist in policy formulation, at national and international levels, in areas of interest
- To propose recommendations for the creation of protocols, based on evidence-based practice, concerning the use of correct assessment, treatment and intervention methods, provided that the coordinator or deputy coordinator is an academic
- To promote published research findings and professional interests among members
- Develop communication and networking channels in various professional environments/fields
- To educate/inform/raise awareness among the public in areas of interest

\*In cases of research, members of the SIG can promote published research data to their group for information of themselves or the general public.

\*The creation of the SIG focuses on the above objectives. No SIG is created to conduct research projects. Any research must be carried out independently of the SIG.

### **Official communication**

- Any written communication of the SIG with third parties (e.g. other bodies such as ministries, organizations, universities, etc.) but also to SYEL members, must first be approved by the Board of Directors and signed by the chairman and secretary of the Board of Directors.
- Any official communication from the SIG to third parties, via email, should be sent through the Association's email address ([info@speechtherapy.org.cy](mailto:info@speechtherapy.org.cy))

### **Informal communication**

- Any informal communication from the SIG to third parties, via email, should be sent through the Association's email address ([info@speechtherapy.org.cy](mailto:info@speechtherapy.org.cy))
- In the event that the Board communicates with third parties (other bodies) on matters that concern a specific SIG, it will notify the coordinator and secretary of the respective SIG.