



Special Interest Group Leadership

The role of SIG leaders has necessarily changed over recent months due to expanded membership, an increase in the total number of SIGs and the enlargement of the guild facilities. SIGs are no longer small groups of experts and learners but larger more diverse and most needing more organisation. SIG leadership requires recognition of responsibilities for individual members and for the Guild facilities as a whole.

The SIG leader is a key holder for the guild facility and is responsible for opening and closing the facility at the beginning and end of a designated SIG session. Once the SIG leader opens the facility he/she becomes the Shed Boss for that session. The Shed Boss is responsible for the safety and well being of members who attend that SIG meeting and also for others using the shed and who may not be attending in that SIG. The overall responsibilities of the Shed Boss are defined on the website and SIG leaders must acknowledge that they will accept the responsibilities laid down in that document.

The special interest groups at the Woodcraft Guild ACT are wide ranging and currently number a total of 18. Members designate an interest in a SIG by completing the appropriate section of the membership registration or renewal form each year. SIG leaders may access details of members who express an interest in a SIG at any time and should regularly update their communication strategies to accommodate changing interests.

Requirements for a SIG leader

SIG leaders do not necessarily need to be experts in the particular SIG activities although this may be desirable. SIG leaders should consult with other experts within the SIG to determine a program of activities for the year.

SIG leaders should ensure that any member who expresses an interest in that SIG is included in communications and consults with members regarding particular needs of members in developing appropriate skills.

SIG leaders must report to the Guild Committee at least annually. A Reporting Schedule is available on the Committee webpage.

Contact details of leaders and members

The name and contact details of each SIG leader is available on the Members page of the Guild website. Members may contact a SIG leader through SIG email addresses and SIG leaders should regularly check their SIG email.

SIG leadership communication may be by direct email listing through the email portal, by downloading a list of members who have ticked an interest in that SIG, by personal contact, or through the Guild Newsletter.

SIG leaders should discuss with their membership the preferred methods of communication. Members who express interest in a particular SIG or who prefer not to be on a particular SIG communication list should adjust their membership profiles directly on the website or through the membership secretary.

SIG Meetings

SIG meeting times and sessions have been designated to suit shed availability before the 2016 expansion. Since the expansion of the shed it is now possible for more than one SIG to be meeting at any one time in different parts of the facility. SIG leaders should consider the needs of the SIG and adjust meeting times accordingly. From time to time SIG leaders may wish to run workshops or courses for the development of members skills. These are encouraged by the committee and suggestions for workshops/courses should be put before the committee for consideration, to ensure clashes are avoided, and if necessary negotiations for moving or delaying other meetings are made and budgets reviewed. Refer to [Use of Guild Facilities for Workshops and Events](#).

Guild Monthly General Meetings.

SIG leaders will be expected to host/chair Guild monthly meetings from time to time. A schedule of responsible SIG leaders for monthly meeting will be available on the Members page of the website. The requirement is for a speaker or demonstration of general interest to all members. A talk/demo time of 40 minutes that will be organised by that SIG leader in conjunction with the committee events leader.

SIG Equipment

The need for special or quality tools for particular SIG use is understood. Some SIGs have restricted access to special tools and equipment. Such equipment is necessarily owned by the Guild and not by individuals. Specialised tools or equipment may be purchased with prior approval from the Guild executive using the [Equipment purchase request form](#). The SIG leader is responsible for ensuring that tools and equipment are up to date and well maintained. In addition the SIG lead will advise the Guild committee regarding machine purchases for general rather than SIG use.

SIG Safety

SIG leaders have responsibility for safety, particularly in identifying potential hazards associated with the facilities and equipment that they use.