

# **SOAR**

## **Shared Interest Group (SIG) Frequently-Asked Questions**

### **How does SOAR assist Shared Interest Groups (SIGs)?**

Once a SIG is established, it is member-driven rather than staff-driven. Each group is established, managed, and run by SOAR members who share an interest. SOAR may provide meeting space if available. It also provides opportunities to SIGs to publicize and promote their activities.

### **How do SIGs recruit?**

Once a SIG is operational, the SIG Chairperson will post information about the group on the SOAR homepage and SIG landing page. The SOAR office will also be happy to put out a call for members in newsletters and pertinent flyers.

### **Where and how often do SIGs meet?**

SIGs meet on a regular schedule, usually once a month or more, according to the wishes of the group members. Many groups may be meeting at the Wayne State University Oakland Campus in Farmington Hills so space could be limited. SIG coordinators must contact the SOAR office at [soarcontact@gmail.com](mailto:soarcontact@gmail.com) and request space in advance. SIGs may also meet at restaurants, libraries or members' homes.

### **Can visitors attend SIG meetings?**

Visitors are welcome for one session with the permission of the SIG Coordinator to assure that space is available and activities or discussion are not impeded.

### **What are the responsibilities of a SIG Coordinator?**

Volunteering to serve as SIG Coordinator is very much welcomed and appreciated. The responsibilities of a SIG Coordinator are to:

- Organize and manage the group.
- Maintain and submit attendance sheets and a group roster.
- Communicate with members of the group as needed to answer questions/ address concerns.
- Furnish time and location of meetings for the web calendar and SIG homepage.

- Request meeting space by contacting the SOAR office at [soarcontact@gmail.com](mailto:soarcontact@gmail.com) with the requested date, time and expected number of participants.
- Assure that a visitor comes one time only with the coordinator's permission.
- Prior the beginning of each term, provide the SIG Chairperson with the status of the group and planned events.