



About SIG-IEP

SIG Information Ethics and Policy (IEP) helps ensure that ASIS&T members are aware of ethical issues, legislation, and regulations affecting the information field and members of the information professions. It provides venues that encourage research on and discussion of current and emergent information ethics and policy issues as they affect society. It promotes awareness of state/provincial, national and international policies of public and private entities.

SIG-IEP ROLES AND RESPONSIBILITIES

Elected SIG-IEP officers allocate 1 hour monthly for regular meetings and another hour for relevant SIG-IEP activities (i.e., organizing webinars and symposiums and monitoring the SIG-IEP Special project progress. That is 24 hours per year in total of your volunteer time. SIG-IEP executive officers' roles and responsibilities are as follows.

Chair

Presides over all SIG meetings, appoints any committee chairs, and acts as Nominating Committee Chair. It is the Chair's responsibility to lead the development and implementation of the SIG's annual activities while involving other SIG leaders, both elected and appointed, to handle a variety of responsibilities. The Chair, with assistance provided by the Executive Committee, submits the annual activity report to the ASIS&T SIG Cabinet Director by August 15. The Chair serves as SIG-IEP Cabinet Representative on the ASIS&T SIG Cabinet. These individuals coordinate communication between ASIS&T, the Executive Committee, and SIG members throughout the year (regarding officer election results, awards, calls for papers, new initiatives, and other announcements related to the SIG). The Chair fields requests for cooperation/collaboration or co-sponsored programs.

Chair Responsibilities

Between Meetings (maintaining members' retention and engagement):

- Led Executive Committee in planning SIG-IEP budget and activities for the year.
- Coordinates and leads SIG planning meetings throughout the year.
- Prior to the Annual Meeting, writes and submits annual activity report and budgets with assistance from the Executive Committee
- Serves as Nominating Committee Chair and coordinates annual officer elections.
- Led and manage the SIG-IEP Special Project.
- Manage as content editor/writer of the SIG-IEP Newsletter Publication (3 times a year + annual newsletter report)
- Manage, engage, negotiate, and implement webinars/symposium/workshops.

Annual Meeting:

- Outgoing Chair attends ASIS&T SIG Cabinet Meeting as voting representative
- Outgoing Chair presents the SIG activity report during the annual SIG-IEP Business Meeting
- Outgoing Chair transfers documentation from the previous year to the Chair
- Incoming Chair leads annual SIG-IEP Business Meeting (other duties listed under Chair-elect)

After Annual Meeting:

- Past Chair continues active participation as a member of the Executive Committee, as time permits

Chair-Elect (3 Year Commitment to serve as Chair and then Past Chair in subsequent years)

Collaborates with the Chair in planning and executing SIG programs and assumes the duties of the Chair in the event of the Chair's absence or resignation. As the Incoming Chair, the Chair-elect coordinates many aspects of SIG business during the ASIS&T Annual.

Chair-Elect Responsibilities

- Assists the Chair in planning and executing SIG programs.
- Assumes the duties of the Chair in the event of absence or resignation.

Prior to the Annual Meeting:

- Serves on the Nominating Committee to assist in the election new officers.
- During the Annual Meeting – Chair-Elect coordinates SIG-IEP Business Meeting: reserves a meeting room with ASIS&T SIG Cabinet Chair; makes other needed meeting arrangements (i.e., assists the Chair in organising meeting room, refreshments and SIG-IEP display table for our promotional materials).

Secretary/Treasurer – 1-year commitment (Support the Chair's activities, responsible for taking/transcribing the minutes ready for distribution, ensuring transparency of communication is clear and transcribe accordingly).

The Secretary/Treasurer keeps records of all meetings (summary) and correspondence with members and assists in making logistical arrangements for SIG-IEP meetings and activities. The Secretary/Treasurer must also be aware of ASIS&T policies and SIG-IEP ByLaws guidelines regarding SIG activities, as this officer, in cooperation with the Chair, prepares and assists the Chair with SIG's annual report and the Treasurer's budget financial statements.

Webmaster/Communication Officer- 1-year commitment (responsible for managing the SIG-IEP active accounts on Facebook and Twitter and open accounts on LinkedIn and YouTube and works closely with the Chair to produce the newsletter)

The role carries out one of the most important functions of the SIG-IEP -communicating with members. This officer should regularly contact the membership to solicit information for the newsletter, iConnect, Twitter, Facebook page, or whatever the SIG-IEP uses regular communication channel(s). The Webmaster/Communications Officer should be familiar with the subject area and understand the procedures and mechanisms of using ASIS&T-owned/sanctioned channels with the assistance of Headquarters and the Chair.

SIG-IEP Cabinet Representative – 1-year commitment

The SIG-IEP Cabinet Representative is the SIG's official voice in the SIG Cabinet and, therefore, should be intimately familiar with the goals and desires of the specific SIG and the overall SIG and ASIS&T goals. Cabinet Representatives must also be willing communicators since they must report to the SIGs on all matters. The Cabinet Representatives may serve in other SIG offices concurrently. If a SIG has only one officer (Chair), this person is, by default, the Cabinet Representative. The Chair must ensure that a Cabinet Representative is elected or nominated before the next Annual Meeting.

SIG-IEP website - <https://www.asist.org/sig/sigiep/>