

Policy Title – Student Interest Group Coordinator (SIGC) Role

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Student Interest Group Coordinator (SIGC) Role

Background/Purpose:

- The role of the SIGC is to aid in the coordination of interest group (IG) activities throughout the academic year
- This role was created to support the SIRL in the interest group portfolio and be the point of contact for interest group questions such that the SIRL can focus on improvement initiatives
- This role will be filled by a first-year student
- The SIGC is appointed by application to the SIRL
- The SIGC will report directly to the SIRL and will not be required to attend AS Meetings

Overall Responsibilities of SIGC:

- a) Update AS calendar with incoming events
 - I. Part of this responsibility is to ensure that there is no triple booking of group events
 - II. Inform interest groups of event approval after adding the event to the calendar
- b) Liaise with AS committees (such as Global Health, Wellness, Athletics) so that these events are also included in the calendar
- c) Sit on Student Interest Group Committee and ASIA grant committee to make decisions regarding group applications and funding allocation
- d) Work with SIRL to compile master event list for year based on previous year's final reports
- e) Updating Qmed website with IG groups and leads
- f) Update national IG database
- g) Aid in delivering AS IG executive training that takes place in October of each year
- h) Throughout the year, ensure that interest groups are adhering to constitutional policies
- i) Collect reimbursement receipts
- j) Send communiques to IG leads to remind them of resources, new tools, expectations, funding information etc.
- k) Collect mid-term and final reports for analysis with the SIRL