



How to Set Up a Successful SIG

1. Setting up your Leadership Group

How to develop a leadership group (Chair, Chair Elect, secretary, two or three other members). Once you are elected as Chair of a SIG - send an email out to the Executive Officer Andrew Lavelle - alavelle@wadem.org - to send out to interested members. A draft email is below:

Draft email: (example from Mass Gathering SIG)

Call for nominations

The xxxxxx Special Interest Group of WADEM strives to be the organizational vehicle welcoming and representing practitioners from all countries with an intent and desire to strengthen and improve the practice and knowledge of mass gathering health. More information about the SIG can be found here - <https://wadem.org/sigs/mass-gathering/>.

Call for nominations for the positions of:

Chair-elect

Committee member

If you are interested in being a member of the WADEM [SIG Name] SIG Officers group, please submit a 200-word (or less) biography to: [Dropbox Upload Link]

Where more than one nomination is received for a position, an election will be held with the members of WADEM. Please send your interest by [Date].

2. Activity Plan

Set up an activity plan of what you wish to do for the next two years - from congress to congress, some suggested activities are: [podcasts](#), [webinars](#), [e-newsletters](#), establishment of a student group, and linkages with other organizations - Please click on the link to see an example plan [insert link]

3. Slack Account to communicate with your SIG members.

WADEM is registered with [Slack](#) an online messaging service with both desktop and mobile applications (available in the App Store and Google Play) that enables you to message and

chat in real time to your members as you develop your plan of activities over the congress. You can use the Slack account to distribute information, organize activities, and communicate with members' global activities.

4. Webinars

WADEM has a robust [webinar series](#) and as a SIG leader it is important for you to identify leaders in your field to present. Presentations are done from your computer using GoToWebinar, are approximately 45-60 minutes in length and can be presented using Powerpoint, Google Slides, or Keynote. The webinar is hosted by WADEM's Executive Officer - Andrew Lavelle -and/or by the VP Special Interest & Activities - Ally Hutton. If you have any ideas for a webinar please email Ally and she will let you know what time slots are available for the year ahead - alison.hutton@wadem.org.

5. Podcasts

WADEM has just started a [Podcast series](#) and as a SIG leader it is a great opportunity for you to share practices in your field to present. Podcasts are approximately 20 minutes are an informal conversation with the VP Special Interest Activities - Ally Hutton (or other designated interviewer). If you have any ideas for a Podcast please email Ally and she will organize a time to arrange a time to chat- alison.hutton@wadem.org.

6. Position statements

As a professional organization WADEM is in need of professional position statements aligning with SIGs and Chapters. An example of these position statements can be found here - <https://wadem.org/about/position-statements/> - and are to be sent to the Board for endorsement via Ally Hutton/Andrew Lavelle.

7. Newsletters

Newsletters are a great way of communicating with your SIG/members and Chapters and links can be distributed through email using MailChimp and social media. All newsletters are to be sent to Andrew Lavelle - andrew.lavelle@wadem.org - to format. Due to the amount of time it takes to format these newsletters, we ask that newsletters be no longer than **four pages**, and contain anecdotes of activities, such as training, events, and news of interest to members.

8. Student Groups

WADEM has a robust student SIG that is led by Haddon Rabb and Humaira Nakhuda. Guidelines of how to create and support student activity can be found here [insert link]. Student groups are a great way to ensure the future success of WADEM. For more information, please contact Haddon or Humira at - students@wadem.org.

9. Social Media

WADEM has an existing Facebook and Twitter presence. WADEM's Social Media Volunteer, Kristin Ringstad, manages these account. Please send postings and other information to - kristinringstad@ymail.com.

10. Resources

if you wish to give a presentation about WADEM please email Andrew Lavelle for the corporate PowerPoint. if you wish to take WADEM information/flyers to meetings, please contact Andrew Lavelle a few weeks before hand and he will send you some high resolution files to print off.

If you have any suggestions/queries about WADEM products and services please email Ally Hutton VP Special Interest & Activities - ahutton@wadem.org.