



ANZAM Policy document

Formation of a Special Interest Group (SIG)

1.2.1 Introduction

ANZAM welcomes the establishment of Special Interest Groups (SIGs) which advance the interests of ANZAM and provide a focus for scholarly activity that extends or complements that of current ANZAM Conference Streams* and/or doctoral activities.

* *Please note that the establishment of a SIG does not necessarily result in the creation of a new Conference Stream. The number, balance and sponsorship of Conference Streams is reviewed by the Board on a periodic basis.*

1.2.2 Eligibility

Applications for the establishment of a new SIG may be submitted by any member of ANZAM who has been a full member of ANZAM for a minimum of 2 years prior to application. The person submitting the application will be the initial SIG Convenor for the proposed SIG. Convenors of SIGs should at all times be financial members of ANZAM.

The application must be supported by a minimum of 15 potential members (who must be current ANZAM members drawn from at least five different institutions) that include academics who span the regional community of scholars in the field. While members may be associated with any number of SIGs, they may only support a maximum of 3 SIGs as establishing member.

1.2.3 SIG Establishment

Members interested in forming a SIG are encouraged to correspond with the ANZAM SIG Advisor prior to the submission of their application. If a group wants to be considered for SIG status within ANZAM it will need first to establish that there is no substantial overlap between the proposed SIG and any SIGs already established within ANZAM, and further demonstrate evidence of sufficient existing interest among potential membership for the Group (e.g., through evidence of attendance at past ANZAM pre-Conference workshops, other workshops/events, active email lists or blogs; etc.) The SIG Advisor will communicate with the Convenors of existing SIGs to ensure the distinctiveness of the proposed SIG.

Once the application is received the SIG Advisor will forward their recommendation to the ANZAM Board via its Education & Outreach Committee. The ANZAM Board will assess the application for establishment of a SIG in terms of completeness of the proposal, viability of objectives and membership base, distinctiveness from any existing SIGs, and potential contribution to ANZAM's aims and research policy.

The SIG Convenor will be advised of the outcome of the assessment process within two weeks of the relevant Board meeting. Unsuccessful applicants are welcome to submit an updated application after a minimum of six months from receipt of this advice.

As soon as formal approval is received, successful applicants should produce a short description of the SIG's objectives and scope, any forthcoming activities, affiliations and contact details for the Convenor or another officer, for inclusion on the ANZAM web site and in the next ANZAM Newsletter. Information on the web site should be kept up to date on a regular basis.

1.2.4 The Application

The SIG application should contain the name of the proposed SIG; its objectives and rationale; information about its initial membership; and who is acting as 'chair' or Convenor (and other 'official' roles within the group). The proposed SIG should be consistent with ANZAM's broad aims and research policy.

Applications should be submitted in writing to the ANZAM Board for consideration at its next regular meeting. Applications can be made at any time using the application form posted on the ANZAM website.

Applications should specify whether or not the proposed SIG is affiliated with or sponsored by any other organisations and, if so, on what basis. SIGs may be affiliated with other Conference organisations as long as the aims of those organisations do not conflict with those of ANZAM.

1.2.5 Activity

SIGs should organize at least one event a year, either as part of the ANZAM Conference/ Doctoral Workshop or as a stand-alone event that does not conflict with the timing or objectives of the annual ANZAM Conference or other ANZAM activities.

Any SIG activity must be promoted under the ANZAM name and logo.

SIGs are also encouraged to nominate members who may be potential reviewers for JMO articles in their area of interest, or who may be considered by the JMO Editorial Board for membership.

A SIG not demonstrating activity within any two-year period, either by organising an event or reporting to the ANZAM Board as required, will be reviewed and may be disbanded.

1.2.6 Promotion

SIGs may promote their events through the ANZAM website, Updates and Newsletters. There will be limited administrative support provided to SIGs from the ANZAM Academy Office.

Any ANZAM-sponsored SIG events must be approved by the ANZAM Board before such promotions, as must the use of the ANZAM logo in promotional material.

1.2.7 Reporting

For the first meeting of the ANZAM Board for each calendar year (normally March) SIGs should submit a report outlining a simple Plan of Activities and any Budget requests for the next 12 months. The SIG may request funding for research studies, events, or other activities related to its objectives. The request should also specify any other actual or potential sources of funding or sponsorship. Each Plan should state the aim and expected attendance for proposed activities and include a summary of attendance and costs for previous activities (unless the SIG has recently commenced operations). Variations on this annual plan can be approved by the SIG Advisor.

Within six weeks of any ANZAM-sponsored SIG event, an ANZAM Newsletter item describing the event should be submitted for distribution to the wider ANZAM membership. This report should also include the number of ANZAM members who attended the event along with the total number of attendees, and a finalized budget for the event.

An overview of activities will be requested for inclusion with the papers for the AGM, held in conjunction with the Conference (normally in December each year).

Changes in SIG officers and affiliations should be reported to the ANZAM Board as they occur. All SIG research activities and publications will require a declaration of funding and sponsorship sources. As mentioned in 1.2.2 above, Convenors of SIGs should at all times be financial members of ANZAM.

All SIG publications must be forwarded to the ANZAM Academy Manager for inclusion on the ANZAM website.

1.2.8 Finances

Funding

Successful applicants will be awarded \$500 toward a SIG start-up function (usually at the next ANZAM Conference), and are eligible to apply for up to \$2500 funding for SIG event/s per calendar year.

In addition to the funding requested in its annual activity plan other more ad hoc funding requests may also be considered. Such requests will be forwarded to the Board for determination. The SIG Convenor will be advised of the outcome of, and funding arrangements for, any such requests within two weeks of the relevant decision.

SIGs are strongly urged to seek other avenues for funding, with the aim of becoming self-sufficient in the future.

Revenue

Where ANZAM and/or a host institution has provided funding towards an event, any surplus arising from that event must first be reimbursed to the host and then to ANZAM.

Funding can take the form of deposits and other payments, in-kind support, etc.

1.2.9 SIG Reviews

After a period of five years a self-review of SIG activities and events will be undertaken by the SIG. The review should assess SIG activities and membership to date against the objectives for the SIG.

A short written report of the review should be submitted to the ANZAM Board for the first meeting of the ANZAM Board in the calendar year, at which time the Board will decide whether or not to continue the SIG. If a decision is made to continue the SIG subsequent self-reviews will be required every 2 years.

Notwithstanding the five-year review period above, a SIG not demonstrating activity within any two-year period, either by organising an event or reporting to the ANZAM Board as required, will be reviewed and may be disbanded.

Definitions

- *SIG Convenor* – The point of contact for each SIG (Nb. ANZAM Membership requirement)
- *SIG Advisor* – The ANZAM Board member with responsibility for SIG activities (ANZAM President)

At October 2021 current SIG Committees:

- Emotion & Cognition
- Indigenous Issues
- Health Management & Organisation
- Operations, Supply Chain & Service Management
- Mixed Methods Research



ANZAM

AUSTRALIAN & NEW ZEALAND
ACADEMY OF MANAGEMENT

ANZAM Special Interest Group (SIG) Application Form

Name of Proposed SIG:

Objectives and rationale for establishment (please include differentiation from existing SIGS, if relevant):

Evidence of existing and sustainable interest in this SIG (e.g. attendance at past ANZAM pre-conference workshops, other workshops/events, active email lists or blogs):

Initial ANZAM Membership (minimum 2 years):

Contact details of proposed convenor? (one name please): _____

Contact's email and mailing address:

ADDITIONAL: Convenors (names, roles and email addresses, if appropriate):

Initial members (names, institutions and email addresses of a minimum of 15 current ANZAM members from at least five different institutions, including chair and any convenors):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Certification:

I certify that the people named in this list have agreed to be members of this SIG and that I will be responsible for administration of SIG funding and reporting requirements (insert name of SIG Contact Convenor):

Name: _____

Is the proposed SIG affiliated with or sponsored by any other organisation/s? Yes/No

If yes, please name the organisation/s and describe the nature of each affiliation and the level and term of any associated sponsorship:

Start-up Activities:

Successful applicants will be awarded \$500 toward a SIG start-up function (usually at the next ANZAM conference). Please state how, when and where you would like your start-up function to take place, should your application be successful:

Enquiries can be directed (in the first instance) to ANZAM Academy office: anzam@anzam.org

Thank you for your application! We will advise you of the outcome as soon as possible.