ORSNZ Special Interest Group Processes

August 1, 2019

This document describes the process for establishing a new Special Interest Group (SIG) within the Operations Research Society of New Zealand.

Establishing a new ORSNZ SIG

How to request a new SIG

A member of Council should send an email to `sig@orsnz.org.nz` with the following information:

- The name of the group, and its mission statement.[1]

- Names and organisations for three members of ORSNZ who wish to be members of the SIG. This must include one or two SIG leader(s), and may include additional members who wish to be SIG contributors.[2]

Expectations / Benefits of SIG

- A SIG will be an informal lightweight way of disseminating information about events, people, presentations and projects. Anyone can sign up to be a member of a SIG; they will receive weekly digested posts from the SIG's site, as well as event announcements.[3]

- It will encourage both online interaction and actual face-to-face meetings.[4]

- The SIG should aim to increase ORSNZ's relevance and engagement with industry, as well as increase regional activity.[5]

- SIG leaders (other than regional SIGs) will be invited to set up a session at the annual conference.[6]

- SIG leaders will be able to request funding for events / travel to facilitate research.[7] The SIG leader making the request should email `sig@orsnz.org.nz` with an overview of the request including:

    1. purpose of the funds (e.g. catering for an event, travel);

    2. a proposed budget with supporting documentation; and

    3. anticipated benefits from the grant (e.g. signing up new SIG members, research collaboration or dissemination).

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[1] The mission statement should detail the purpose of the group, and its key aims. These groups can focus on application, or methodology, but should not be too narrowly focused.

[2] By default, the SIG leaders, will receive emails addressed to the SIG's email address, and will have admin access to a dedicated Wordpress site. SIG contributors will be setup with the ability to create posts of the SIG's site; the SIG's leaders and contributors will form the SIG's *steering group*. Members will simply be subscribed to the group's mailing list.

[3] Note that SIG leaders will *not* be granted direct access to Mailchimp, and if they wish to have an announcement go out to their SIG members, immediately, they should use the category: *priority* on their post – only use this to send out announcements of events that will occur before the standard update that will go out at the end of the week. Alternately they can contact the ORSNZ communications officer (`communications@orsnz.org.nz`) to send out an announcement.

[4] It is expected that a SIG should be posting occasionally on its website (at least 6 times per year). Each post will allow for comments & discussion, which should be moderated by the SIG contributors.

[5] As well as posting about activities on their site, SIG leaders should ensure events are advertised to other ORSNZ members where appropriate.

[6] This is a good way to get industry attending the conference, and even have them presenting their work.

[7] Grants up to $500 annually can be approved by any two of: President, Secretary, Vice-president, Treasurer (so long as they are not a leader of the SIG). Grants exceeding this amount must be approved by a vote of Council (as is stated in the constitution, at least five members of Council must respond, and the funding will be decided by a majority vote). Council members will be given 10 working days to make a decision, and should consider the ORSNZ's expectations pertaining to SIGs and the anticipated benefits associated with the use of any requested funds.

Setting up a new SIG – Secretary, Webmaster or Communications

- Changes need to be made to the Mailchimp mailing lists (to ensure forwarding of items to the communications person as well as updating the template with news from the new SIG).[8]

- A new group should be set up in Mailchimp, and sign-up sheets should be updated.[9]

- A new post should appear on the main page announcement the new SIG, and inviting people to join.[10]

- A new SIG site must be cloned and linked from the menu on the main ORSNZ site. giving the SIG leader(s) admin access to that site.[11]

- A new email address should be set up that forwards to the SIG leader(s) for official communication.[12]

- A SIG leader will be able to grant access to SIG contributors to post on the site.[13]

[8] A new *priority* campaign should be set up.

[9] Currently each SIG website has its own sign-up sheet, all of these should be updated with the new SIG. Ideally, it would be possible to have a single sign-up sheet that automatally checks the appropriate box.

[10] A link to the Mailchimp sign-up sheet should be included for people to update their details. The leader(s) should forward the sign-up link to other that they think would be interested in joining the SIG.

[11] The site must have 4 default pages: mission statement, people, links, and subscribe.

[12] This will be the email used to coordinate conference planning etc.

[13] A brief tutorial on wordpress will be sent to the leader(s).