

## **Special Interest Group Request Form**

**Please send to the TCCN Chair once completed**

**SIG Name:**

**Proposed Chair (name/affiliation/email):**

**Proposed Vice-Chair(s) (name/affiliation/email):**

**External LinkedIn Group web address (or equivalent, if applicable):**

**Scope and Objectives (please provide up to 200 words):**

**Proposed activities for the first 12 months:**

**Founding Members (name/affiliation/email):**

## Special Interest Groups within TCCN

Notes: The purpose of Special Interest Groups (SIGs) is to provide focus for a particular sub-area of interest or task. It is expected that SIGs:

1. **Have a Chair and one or more Vice-Chairs to manage and promote the SIG**
2. **Have their scope and objectives clearly defined**
3. **Are only accepted if there is a clear initial programme of activities, and sufficient support from TCCN members**

Activities could take many forms, organising a special conference session, joint programme of work, journal special issue etc.

4. **Are approved by a committee of the elected TCCN officers**
5. **Are listed on the TCCN website**
6. **Have a list of Founding Members**

This would typically be the members establishing the SIG and joining in the first 3 months

7. **Report by either the SIG Chair or Vice-Chair to the TCCN Meetings every six months on their past activities, and planned activities over the next 12 months**
8. **Can be closed due to inactivity by the elected TCCN officers**

This will only be used as a last resort, when it is clear that there have been no activities for a period of time and none planned for the future.