

IASSIST Interest Group Formation Checklist

	Task	Additional Information
	Determine if other IASSIST members share a common professional interest and want to participate. Propose the interest group via IASSIST discussion list. Solicit other interested members at the IASSIST annual conference other professional conferences you attend.	
	Identify <i>at least</i> 5 IASSIST members who are interested in participating.	Verify membership status in the IASSIST membership directory . <i>Only current, dues-paying members can be members of the interest group.</i>
	Identify a coordinator/coordinators for the interest group.	Coordinators serve for one year, and the term is renewable.
	Compose and agree on a charge or mission for the interest group.	Review the charges of existing interest groups and past interest groups or consult the IASSIST secretary for charges of groups that are inactive.
	Contact a member of the IASSIST Administrative Committee , who will propose your interest group to the Administrative Committee for approval.	The request will be acted on at the Administrative Committee's meeting before the annual conference or at any time during the year. The Administrative Committee appoints interest group members for one-year terms, when can be renewed when there is ongoing interest.
	Identify a set of tools your interest group will use to communicate and carry out work between annual conferences.	Examples include wikis, Zoom/Teams, Google Docs, e-lists. You can also use IASSIST tools: To request an e-list, send your request to discuss-request@lists.iassistdata.org . Mention that the listserv is for interest group communication. The interest group must be approved before the list can be granted. To request an online space for your group on iassistdata.org, send an email to communications@iassistdata.org
	Plot a course of action to convey information about the interest group and its activities.	Examples: Regular postings to the IASSIST blog. <i>Each IG must contribute a minimum of one iBlog posting per year.</i> Contribute web site content (for assistance, contact the Web Editor or Communications Chair) Present at the annual conference (poster session, panel discussion, session paper) These are only examples. Activities will vary depending on the resources and creativity of group members.