

ESTABLISHING SPECIAL INTEREST GROUPS (SIGS) WITHIN THE UNIVERSITY OF SYDNEY CANCER RESEARCH NETWORK

Familiarise yourself with the procedures for running a SIG within the Cancer Research Network, and if possible, discuss the aims, title, and activities of the SIG with a small group of interested members.

In consultation with interested members, draw up a proposal to be submitted to the Cancer Research Network Leadership Group. It should contain:

- an outline of the specialist area within cancer research to be served by the SIG;
- a rationale explaining why the SIG is needed and how its area of interest is distinct from that served by other existing SIGs;
- a set of goals for the SIG;
- proposals for the SIG's first year of operation, including -
 - plans for meetings for members;
 - arrangements for some kind of election procedure for the Chair of the group; and
 - the names of ≥ 5 members of the Cancer Research Network who support the formation of the SIG (and who are prepared to become actively involved).

Please email this proposal to the Cancer Research Network Support Officer. The current Network Support Officer is Jing Wang: jing.w@sydney.edu.au. Please ensure that you keep the Network Support Officer informed of developments.

If the proposal is accepted, it means that your SIG has been approved. You will have access, through the Network Support Officer, to funding each year from the Cancer Research Network to cover costs associated with establishing and running the SIG.

Your intention to form a SIG will be announced by the Network Support Officer via the Cancer Research Network mailing list, inviting potential members to join.

When planning a meeting, you should –

- tell the Network Support Officer of the time, place and speakers; and
- publicise the event to all members; the Network Support Officer will do this through your membership list and the full Cancer Research Network membership via email.

At the end of your first year of operation, you will be expected to submit a report on the group's activities. The report should include –

- details of events/meetings held during the year;
- name(s) of the current Chair of the SIG;
- accounts of the SIG up to date (data to be provided by the Network Support Officer); and
- a full list of current members of the SIG (list to be provided by the Network Support Officer).

General guidelines for running Cancer Research Network SIGs

Designing a proposal

To set up a SIG within the Cancer Research Network, interested parties should draw up an initial proposal, specifying:

- the area of interest, a rationale and an initial statement of aims;
- the steps to be taken developing the SIG over the next year. This should include publicity and an exploratory meeting among potential SIG members; and
- the names of ≥ 5 Network members who would like to participate, including at least two who would be willing to organise it.

The proposal should be submitted to the Cancer Research Network Support Officer. If there are a substantial number of SIG proposals, the Leadership Group may have to limit the number, or may suggest that some groups be merged.

Membership

Cancer Research Network members should be entitled to free membership of any/all SIGs.

Organisation

A SIG must have Chair. Each SIG must have a statement of aims. The Chair is responsible for ensuring the submission of a brief annual report to the Network Support Officer, highlights of which will be included on the Cancer Research Network website and email to Cancer Research Network members in one of the regular newsletters.

Finances

The Cancer Research Network Leadership may (without obligation) consider requests for additional funding for specific anticipated activities. The SIG must submit to the Network Support Officer a detailed budget for any proposed event. The Network Support Officer may assist with this task.

Activities

The purpose of SIGs is to promote/enhance focused discussion within particular fields of cancer research. Ways of achieving this lie largely within the SIG's discretion. A SIG will normally be expected to hold at least one meeting per year. SIGs are expected to publicise their activity through the Cancer Research website and regular emails to members (this will be managed by the Network Support Officer).

Terminating SIGs

The Cancer Research Network will close a SIG if there has been a lack of substantive activity for one year.