



Regional Groups and Special Interest Groups

The ICLHE Association community comprises members from around the world. To provide networks and connections for members, ICLHE hosts both Regional Groups (RG) and Special Interest Groups (SIG). All RGs and SIGs follow the Association's key mission and vision while maintaining their own structure. Both RGs and SIGs promote activities that include, e.g., networking, establishing standards and practices within a specific area, developing research.

Regional Group

Regional Groups (RG) provide a network for ICLHE Association members and other interested parties who are involved in professional activities (e.g., teaching, research, policy development, administration) in a particular geographic region.

The activities of each RG are established by the group members.

ICLHE members are entitled to a discount on fees for RG activities.

Regional Groups (RGs):

- Have specific geographic boundaries;
- Provide a forum for individuals or groups that work in and/or on a specific region and may find themselves confronted with similar interests and challenges.

RGs may use whatever language(s) are appropriate for meetings and activities.

ICLHE Association Board responsibilities

To support and develop Regional Groups and Special Interest Groups, the ICLHE Association will provide the following:

- The ICLHE logo (for official use – e.g., announcements, posters, activities)
- A visibility on iclhe.org – main website and member zone
- A Board liaison
- Assistance in promoting activities, workshops, and seminars, including, if possible, some financial support
- A venue for meetings (networking, planning) at annual events (i.e. ICLHE Conference & ICLHE Symposium)

Special Interest Groups

A Special Interest Group (SIG) provides ICLHE Association members and other interested parties with focus on specific areas of knowledge and/or similar academic and professional interests to interact with others with similar interests.

SIG activities are developed and arranged by the group members in cooperation with the ICLHE Board, as necessary.

ICLHE members are entitled to a discount on fees for any SIG activities.

Special Interest Groups (SIGs):

- Have no geographical boundaries;
- Provide a forum for individuals and groups that share common professional interests or focus, challenges, or concerns



- The opportunity to have one session at the ICLHE international conferences
- The opportunity to guest edit/contribute to the ICLHE newsletter

Establishing a Regional Group or a Special Interest Group:

1. You must be an ICLHE Association member to establish an RG or a SIG.
2. Each RG/SIG must be proposed by two members and each group must have at least a coordinator and a secretary.
3. The members wishing to establish an RG or a SIG must provide a brief statement to the Board member responsible for RGs et SIGs that outlines the proposed group's title and aims.
4. The statement should address the following:
 - a. Name of RG or SIG
 - b. Statement of purpose
 - c. Relation to the ICLHE Association mission and purpose
 - d. Proposed activities for the coming year that will promote networking and engagement
 - e. Proposed strategies for recruitment of members
 - f. Description of leadership roles and responsibilities
 - g. Name and email of the proposed coordinator(s) and secretary
5. Applications for establishing a Regional Group or Special Interest Group will be considered on an ongoing basis by the Board.
6. The Board will review the document at the next scheduled Board meeting.
7. The Board liaison will relay the Board's decision to the coordinator(s).

Administration for RGs and SIGs

- The coordinator(s) is/are responsible for leading/managing meetings (virtual and live) and reporting workgroup activities to the ICLHE Board. The coordinator(s) must deliver an annual update to the Board to be disseminated at the ICLHE Association Annual General Meeting (AGM).
- The secretary is responsible for keeping records and minutes of meetings.
- No additional annual fee may be charged to ICLHE Association members.
- All activities should be in line with ICLHE Association aims and scope.
- The RG/SIG coordinator and secretary are jointly responsible for administration and reporting of financial matters involved in running the respective RG or SIG (this includes any registration fees taken to support RG/SIG symposia). This task can be delegated to a member of the RG/SIG chosen as treasurer by the respective members of the RG/SIG.
- The RG/SIG coordinator and secretary are jointly responsible for documentation and reporting of the use of any financial support received from the ICLHE Association to the treasurer (this can be delegated to a member of the RG/SIG chosen as treasurer by the respective members of the RG/SIG).
- The RG/SIG coordinator and secretary are jointly responsible for managing any social media and networking activities, i.e., a Facebook group and Instagram account, if they so wish. ICLHE Board members must be invited to these platforms, namely the SIG and RG liaison as well as the Board members responsible for social media and networking.
- RGs/SIGs have autonomy over how they elect their RG/SIG leadership and manage turnover.
- RGs and SIGs are not required to hold their own AGM.