



## Process for Proposing a New OLLI@UGA Shared Interest Group (SIG)

1. Develop an idea for an OLLI Shared Interest Group (SIG) you'd like to lead.
2. Write a 2-3 sentence description that would capture the purpose and activities of the proposed SIG.
3. Check the existing list of OLLI SIGs on the OLLI@UGA website to make sure the proposed SIG does not duplicate the purpose and activities of an existing SIG.
4. Determine a meeting location and the day and time the SIG will meet.
5. Find at least seven (7) other OLLI members who will join the SIG.
6. Contact the OLLI SIG Leader co-chairs<sup>1</sup> via OLLI COMM with the following information:
  - Proposed SIG name and description.
  - Meeting location.
  - Meeting day and time.
  - Names of at least seven (7) OLLI members who have agreed to join the SIG.
7. After reviewing the information provided, the SIG Leader co-chairs will forward the proposal to OLLI administration for final review and approval.
8. Upon approval, the SIG Leader co-chairs will meet with the new SIG leader to ensure that she/he/they agree to perform the following SIG Leader responsibilities:
  - Ensure all SIG participants are official members of OLLI.
  - Participate in OLLI COMM training and agree to communicate with SIG members via OLLI COMM.
  - Lead in a manner that communicates an inclusive environment, where all members are welcome.
  - Hold regular planned activities/events/meetings.
  - Attend SIG Leader meetings and communicate with the SIG Leader co-chairs to ensure the SIG is kept current with overall OLLI policies.
  - Showcase their SIG at OLLI Fests.
9. The new SIG will be added to the list of SIGs in OLLI COMM and on the OLLI website. An article inviting OLLI members to join the new SIG will be posted on OLLI COMM.

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<sup>1</sup> 2023-24 co-chairs are Barbara Lewis and Cher Snyder.