

Special Interest Group: Terms of Reference

1. Purpose:

The purpose of these Terms of Reference is to outline the basic guidelines for the functioning and objectives of the Special Interest Group (SIG). The SIG aims to bring together individuals with a shared interest in a specific topic or domain to facilitate collaboration, knowledge-sharing, and meaningful discussions.

2. Definition:

2.1. Special Interest Group (SIG):

The SIG refers to a volunteer community or subgroup within the Agile Business Consortium to focus on a particular area of interest or expertise.

2.2. Participants:

Participants sign up to attend a SIG event via the Agile Business Consortium website. When registering, participants are required to provide their full name, email address and a password. This will create an account which will enable them to view their booking online and make further bookings (faster) in the future. Data will be held by the Agile Business Consortium within HubSpot (CRM) and used to email participants with details of event updates, future events, and SIG news. SIG members can manage the types of communication they receive from the consortium via the marketing preference centre and can opt out from receiving emails at any time.

During SIG events, participants actively contribute to discussions, activities, and initiatives related to the specific interest. SIG community members do not need to be otherwise associated with or accredited by the Agile Business Consortium, although additional benefits may apply where this is the case. For example, if a participant has joined the SIG but they are also engaged in the Consortium's 'Professional Status' programme, they may be invited to exclusive events such as masterclasses.

3. Objectives:

The objectives of the SIG are to:

3.1. Foster Collaboration:

Encourage collaboration among members, facilitating the exchange of ideas, experiences, and expertise to further an understanding of the specific interest area.

3.2. Knowledge-Sharing:

Promote the sharing of knowledge, resources, best practices, and relevant information among SIG members.

3.3. Discussions and Networking:

Facilitate meaningful discussions, networking opportunities, and connections between SIG members to enhance their understanding and engagement in the interest area.

3.4. Learning and Growth:

Support continuous learning and professional growth of SIG members through educational activities, workshops, webinars, or other relevant initiatives. The Agile Business Consortium will be responsible for promoting these activities and invitations will be sent out by email.

3.5 Produce Reference Material and Content:

Where relevant and agreed with the Agile Business Consortium, SIGs may choose to set up working groups to produce reference material, white papers, articles, and other content that they believe will advance an understanding of this area for the wider community.

4. Membership:

4.1. Eligibility:

Membership in the SIG is open to individuals who have a genuine interest and expertise in the specific interest area.

4.2. Voluntary Participation:

Membership is voluntary and does not impose any obligations or fees on the members. Likewise, no fees are implied for any contributions made.

4.3. Active Engagement:

Members are encouraged to actively participate in SIG discussions, activities, and initiatives to contribute to the collective knowledge and objectives of the group.

5. Activities:

5.1. Discussion Forums:

The Agile Business Consortium aims to provide online or offline platforms for SIG members to engage in discussions, share insights, ask questions, and seek advice related to the specific interest. Due to the global nature of our communities, we typically use virtual platforms such as Teams or Zoom. Participants can decide how their name appears on screen and what information they wish to share with other participants.

SIG steering group members will be offered a public profile on the Agile Business Consortium's website and on event promotional material (website and email). However, permission will be sought before any public profile is published.

5.2. Events and Webinars:

The Agile Business Consortium will support the SIG to organise events, webinars, or guest speaker sessions to facilitate learning, knowledge-sharing, and networking opportunities within the SIG. Communications will be sent by email by the Agile Business Consortium and will be managed via the marketing preference centre to ensure that participants are only invited to SIG events that they have registered an interest for.

5.3. Resources and Information Sharing:

SIG members will share relevant resources, articles, research papers, case studies, or other materials that contribute to the understanding and development of the specific interest area. Sharing will be both with SIG members and the Agile Business Consortium wider community as relevant.

5.4. Collaborative Projects:

Encourage and facilitate collaborative projects or initiatives among SIG members to drive progress and innovation within the interest area.

6. Administration:

6.1. Leadership:

SIGS will appoint or elect a SIG leader or coordinator who will oversee the operations and activities of the SIG. Guidance is to be agreed around the length of tenure for SIG leaders, but it is suggested this be voted on annually.

6.2. Communication:

SIG steering group members may work with the Consortium regarding content and cadence for SIG communications. However, all communications will be sent out by the Consortium, as SIG members will not have access to SIG data. The Agile Business Consortium will establish effective

communication channels to ensure timely and transparent dissemination of information, updates, and announcements related to the SIG.

6.3. Decision-Making:

Encourage collective decision-making and consensus-building within the SIG, considering the input and feedback from the members.

6.4. Compliance:

SIG members are expected to abide by the Agile Business Consortium's [Code of Practice](#)

6.5 Data:

All data pertaining to the SIG will be held and managed by the Agile Business Consortium. Only data required for SIG communications will be stored. This may include full name, email address and organisation details. It will be stored by the Agile Business Consortium and, after a period of approximately two years of inactivity by a SIG member, the data will be deleted.

SIG participants are not permitted to store/use personal data that they come in contact with during SIG events. This includes copying personal details that may appear in virtual chats.

These Terms of Reference provide a framework for the Special Interest Group, guiding its purpose, objectives, membership, activities, and administration. The SIG members are encouraged to actively engage and collaborate to foster a vibrant and enriching community focused on their specific interest area.