

**MAAL SPECIAL INTEREST GROUPS (MAAL-SIGs)**

*Making It Happen*

**GENERAL GUIDELINES**

**Responsibilities of the MAAL-SIGs Committee/Coordinating Team**

1. Evaluate applications to form SIGs.

2. Obtain the approval from the MAAL executive committee for new applications.

3. Upload information about SIGs on the MAAL website.

4. Monitor and update any information about SIGs by keeping in contact with the head(s).

5. Document the activity(ies) for record keeping purposes.

6. Provide necessary support to SIGs

(e.g., for publicity/promotion purposes).

7. Present the written reports provided by the Head(s) of SIGs to the executive committee as and when required.

**Responsibilities of SIG**

1. Provide a full name list of members with their affiliations and email addresses.

2. Plan suitable activity(ies) with clear purpose(s).

3. Report the details of all public activity(ies) for MAAL in writing using the designated forms, before and after, the activity(ies).