



Steering Committee Standard Operating Procedures

1/26/2016

SWIG Purpose

The Southwest Idaho GIS Users Group (SWIG) serves to provide a venue for information sharing, professional communication, ongoing education, vendor presentations, and outreach to the GIS community in Southwest Idaho. The group is open to all users and persons having an interest in geospatial technologies (geographic information systems, land information systems, remote sensing and land survey) in the public and private sectors, as well as all levels of education or professional involvement.

Purpose of the Steering Committee

The SWIG Steering Committee serves as a core team for event planning, administrative functions, and long-range vision.

Steering Committee Positions

Chair

- Plan User Group Meetings.
 - At a minimum 1 user group meeting a year that is at least four hours in duration.
 - No more than 3 user group meetings a year
 - Ensure that support is provided for GIS Day events
- Set Steering Committee meetings for long term discussions as needed.
- Represent SWIG at other events as needed; you are the face of the group.

Vice Chair

- Assist the chair with planning and coordination
- Transition to chair in year two.

Secretary

- Retain records of user attendance and presenters (primarily for GISP points).
- Manage SWIG treasury.
- Maintain documentation.
- Maintain website.

Education Coordinator

- Facilitate GIS Day events with the Boise Watershed in November. This is an annual requirement.
- Coordinate outreach for Geomentoring, formal training, or other GIS education as needed.

Steering Committee Membership

Steering Committee membership lasts for two years. Each year a vice chair will be elected; the vice chair transitions to chair in the second year. Secretary and Education Coordinator positions are elected on alternating years. Nominations for Steering Committee positions are collected in Spring of the current year. SWIG attendees will vote on the membership by June. Steering Committee members must be able to make the two-year commitment and adhere to the minimum expectations for their position. Steering Committee members can be reappointed to the same or different positions. However, the chair needs to rotate. Ideally all membership positions will rotate.

The Steering Committee can vote out members who are not actively participating or fulfilling their duties. In the event there is a loss of a committee member before their term is up the Steering Committee can appoint someone to fill the role until the normal voting cycle is completed.

Attendance Records

SWIG does not have an official 'membership'. Anyone that comes to a SWIG event is recorded as an attendee. The SWIG Steering Committee has a membership since positions are voted in and have defined criteria for participation. SWIG event planners/organizers, attendees, or presenters can get confirmation from the SWIG Steering Committee to validate GISP points. Attendees are encouraged to earn their GISP points through active involvement (i.e. organize a SWIG, present at a SWIG, join the Steering Committee). Active involvement earns substantially more points than just attending meetings for a year. The SWIG Steering Committee will not validate claims made for annual membership by general attendees as defined in the Contributions to the Profession criteria for GISP. The SWIG Steering Committee will validate Contributions to the Profession claims for presenters and organizers. The SWIG Steering Committee will validate attendance of SWIG meetings that can be used as points in the Education section of the GISP. Copies of SWIG agendas and attendance records are stored in a database. Agendas are made available on the SWIG website.

Finances

Residual funds from donations at any SWIG meeting will be delivered to the SWIG Steering Committee Secretary and added to the SWIG budget.

The SWIG Website

The SWIG website is available at: <http://swig.gisidaho.org/>. The SWIG website is funded and supported on behalf of the GIS community by the City of Boise. The SWIG Steering Committee is responsible for maintaining the web content. Enhancements or major alterations to the website have to be negotiated with the City of Boise IT Application Services Division. Maintenance issues and errors are part of the City of Boise IT Help Desk service support.

The website is used to post the details for upcoming SWIG meetings. In addition, presentation materials (when available) from past SWIG meetings are posted there for anyone to download and review.

Event Planning

The Steering Committee is responsible for securing a location, making sure that the necessary equipment is available and working, setting the agenda, finding speakers, making lunch arrangements, and sending announcements to the Southwest Idaho GIS community. The chair has the primary responsibility for making a least one event a year happen. The Steering Committee is expected to help with event planning and preparation. The chair can delegate event responsibilities to people outside the steering committee as needed. Meetings can include raffles, competitions, or other activities. Hours of just slideshows and lectures can get a little tedious

Other events associated, but outside, of the primary SWIG meeting are encouraged but not required. In the past this has included facility tours, special training sessions, and recreational activities (i.e. bar-b-que, after hour events).

Meeting Funding

Registration/attendance at SWIG meetings has to be free of charge, except for small fees needed for lunch or fees for training opportunities. All labor, equipment, and facilities are generally provided on a volunteer basis or have been funded through donations. Donations can be collected at meetings to reimburse meeting costs. Any

remaining collections need to go to the SWIG secretary. The Steering Committee can use treasury funds to support meeting costs and long term resource needs.

Sponsorships from vendors or agencies are permitted to pay for refreshments or other costs. Vendor sponsorship is generally reciprocated by offering advertising space and/or a fair allotment of time for them to present.

Meeting Dates/Duration

The user group meetings are usually conference style meetings. One conference style meeting is the minimum expectation. Meetings generally happen in early February and/or early June. June is the preferred month if only one meeting is planned. Meetings are generally one day events. However, a ½ day (four hour) is the minimum expectation.

The Idaho Geospatial Office will occasionally host state level events, some with regional coordination events. Whenever possible the SWIG tries to collaborate on these events. Especially if the meetings are around the same timeframe as regular SWIG meetings.

Organizers need to keep aware of other GIS conferences that local GIS professionals often attend to avoid schedule conflicts. These events occasionally take place in Idaho.

1. Northern Rockies URISA – meetings are typically in March-April - <http://www.intermountaingis.org/>
2. Northwest GIS Users Group – meetings are typically in Sept-Oct - <http://nwgis.org/> .
3. Idaho Geospatial Council (IGC) – meetings are typically every two months on the third Thursday - <http://itrmc.idaho.gov/committees.html#igc>

For full day events there is typically a morning and an afternoon session; each running about 3 – 3.5 hours long. It is highly recommended to include 10-15 minute breaks every 1.5-2 hours. If lunch is not provided we recommend 1.5 hours for lunch.

Many users are driving in from neighboring cities and counties during their regular work schedule. We recommend start time to be 9:00 and the meeting to finish up at 4:00 to allow for travel time.

Location and Equipment

To date attendance has been between 40-50 people. Meeting locations need to be able to accommodate 50-60 people with reasonable access to restroom facilities and other accommodations. Ensure attendees are aware of appropriate parking, security issues, food/beverage restrictions and any other special provisions at the venue. Many speakers will need a projector and/or Internet access. Microphones systems should be used if possible.

Agenda Topics

Topics for the agenda are truly wide open – anything even remotely related to geospatial technology is possible. Themed meetings are great...but be aware they may limit what crowd you draw in depending on the topic.

Outreach for potential speakers as early as possible; it can take a bit of time and effort to get the agenda filled. The Idaho geotech listserv and SWIG newsletter are good resources to solicit for presenters. Presenters typically are from local, state, and federal government, and sometimes private business representatives. Local GIS consultants and software vendors often have topics or projects readily available. Be sure to let presenter's know that the SWIG want's to collect their slideshows for future use.

Generally, a time slot of 15 minutes is allotted to the Idaho Geospatial Office to cover 'the state of GIS in Idaho'. You will need to contact their office to see if the State GIO or a representative can attend.

The SWIG Steering Committee Chair needs 10-15 minutes near the beginning of the meeting to relay pertinent information about SWIG activities.

Annual Topics

- SWIG Positions – Results of the Steering Committee votes need to be presented by summer, preferably at a meeting to welcome new leaders.
- Golden Clam – The Golden Clam is an award of merit passed on to an individual in the local GIS community to honor their efforts and dedication to the GIS profession and Southwest Idaho. The tragic irony is that this great honor comes with a tacky award. While the award is passed on in good fun, it is a testament to the GIS talents and hard work being conducted in Southwest Idaho. Nominations need to be taken early in the calendar year and the winners announced by summer, preferably at a SWIG meeting.

Food Arrangements

For full day conferences lunch arrangement need to be considered. Lunch can be handled in a variety of ways including a lunch sponsored (paid for) by URISA, pre-ordered lunches paid for by attendees at registration, and “on your own”. If lunch is to be “on your own,” it is advisable to select a meeting location where restaurants are nearby.

Coffee and snacks are typically provided for morning and afternoon sessions. These amenities typically include coffee, hot and cold water, tea, and snacks (i.e. fruit, pastries). The cost for the coffee and snacks may be donated by the host organizations. It is strongly recommended that a donation jar be placed nearby to collect voluntary contributions to help pay for supplies and future meeting needs. The SWIG Secretary is responsible managing these funds.

Notifications

1. Geotech listserv – The Idaho Geospatial Details available at: <http://admws.idaho.gov/mailman/listinfo/geotech>
2. SWIG email list – The SWIG leverages a hosted newsletter service to communicate with subscribers.
3. Website Notifications - Post meeting dates times to the following websites:
 - a. SWIG Website – <http://swig.gisidaho.org/>
 - b. SWIG LinkedIn Group
 - c. Idaho Geospatial Office (calendar) – <http://gis.idaho.gov/portal/>

Early notification is important to attendees so they can plan early, even if it is tentative. Below is the minimal recommended notification schedule:

- **1 month prior** to the meeting – the first notice containing the date, location, and a tentative agenda if one is available
- **2 weeks prior** to the meeting – a complete packet containing the agenda, maps and/or directions to the meeting location, parking info, lunch info, and any other necessary details
- **1 week prior** to the meeting – a reminder with all of the same info as above

Registration

The SWIG Secretary is required to collect attendee records (with current contact information). The Steering Committee uses this information to calculate attendee numbers to help in planning future SWIG meetings.

Typically, a registration desk is set up at the entrance of the meeting room/location with a current printed list of former attendees. A registration desk also provides opportunities for: filling out name tags; signing up and

paying for lunch; collecting info about future topics people would like to see on the SWIG agenda; collecting business cards for drawings for door prizes; and any other such business.

Meeting Tips

- Make sure SWIG attendees know where restroom facilities are and any special rules about food/beverages at the venue.
- Have extra hard copies of the agenda at the registration desk
- Provide ample time for you and presenters to setup and clean up
- To support GISP credits add presenter's names and organizers names to agendas; it is the easiest method to provide documentation.

Example Timeline

3-4 months before SWIG meeting

- Solicit for presenters
- Secure sponsors or financial needs
- Secure a location
- Set a date

2 months before SWIG meeting

- Coordinate with presenters (see presenters guide for more information)

Presenter Needs

Audio/Visual

Internet Access

Any special considerations

Title, description, time needed, available times AM/PM

Set expectations

- Plan logistics for food and other amenities
- Send out a preliminary announcement as soon as possible

1 month before SWIG meeting

- Formal announcement of the SWIG
- Formalize the agenda, the presenters should be fairly solid by now.

2 weeks before SWIG meeting

Send out reminder notice

1 week before SWIG meeting

Send out final notification

SWIG meeting day!

1-2 weeks after the SWIG meeting

Submit presentation slides to post to website

Meeting review. What went well? What needs improvement?