LANGUAGE TEACHERS' ASSOCIATION OF ZAMBIA

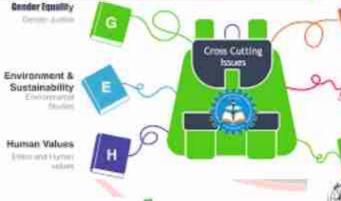MATERIALS DEVELOPMENT FOR LANGUAGE LEARNING AND TEACHING (Tomlinson, Brian)

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1. General Introduction

The work of the Language Teachers' Association of Zambia (LATAZ) is anchored on our members' dedication and sacrifice, whose immeasurable voluntary contributions enable us to achieve our mission of **connecting, supporting and developing** language and literacy teaching professionals in the country. These guidelines have been developed to systematically clarify this crucial work of the Special Interest Groups (SIGs) and their respective leadership structure to help run interest and expertise-based activities, potentially giving many teachers reasons for joining and staying in the association.

Serving on the Committee will provide many benefits to volunteering including:
a) establishing new personal and professional contacts.
b) extending personal networks nationally and internationally.
c) developing leadership and management skills.
d) contributing ideas to the development of the SIG and LATAZ and helping to determine its strategy and its activities.
e) becoming involved in conferences, events, and publications such as newsletters.
f) extending the SIG's reach to other associations, organisations, and groups of teachers.

1.1. What is LATAZ?

The Language Teachers Association of Zambia, formerly known as the English Teachers' Association of Zambia (ETAZ) is a non-profit making organisation established on 20ᵗʰ August 1976. Over the years, the association has evolved and on 26ᵗʰ June 2009, it was officially renamed the Language Teachers' Association of Zambia (LATAZ) in order to include in its programmes the teaching of Zambian and other foreign Languages. Subsequently, the association was registered under the Societies Act Cap 119 of the Laws of Zambia on 7ᵗʰ July 2009 but was only given Certificate of Registration No: ORS/102/35/3801 on April 26ᵗʰ 2018. The association previously existed under the auspices of the Head Teachers Association of Zambia, but like other subject associations, was separated through the Guidelines for the Management and Coordination of Subject Associations and Co-curricular Activities produced by the Ministry of Education, Science, Vocational Training and Early Education in January 2015. LATAZ has a potential individual membership of 2,600 with only 530 paid up for the year 2022. Structurally, it has a national executive committee led by the president, and committees led by chairperson at provincial at district levels. Each structure is responsible for organising the association at its level, implementing the association policies adopted by the National Council and providing bottom-top reports/feedback. The first National Chairman was Brian Tomlinson and Secretary R. Elis who were both British expatriate teachers of English.

The association aims to connect, support and develop language and literacy teachers through discussion platforms, co-curricular activities, conferences, and online events and promote research into language and literacy in English, Zambian and Foreign language studies.

The association derives its income from membership subscriptions, surpluses from annual conferences, sponsorship, and advertising. Any surpluses generated are reinvested in the association to help improve the services that members receive.

Our mission *to connect, support and develop language and literacy teaching professionals* in the country will be achieved through:
a) 12 Special Interest Groups to help teachers develop their own professional areas of interest.
b) regular publications, including newsletters, a LATAZ Magazine and Conference Publications
c) link up with other Teachers' Associations (TAs) worldwide to allow teachers to share knowledge and experience and allow non-members to attend the live-streamed sessions from the National Conference and to attend LATAZ monthly webinars.

d) providing networking opportunities with LT professionals throughout the world through social media (the LATAZ Facebook and WhatsApp groups currently have over 1,000 members).

e) LATAZ Executive members and all SIG committee members are volunteers and therefore do not receive any payment for their services to the association. They are reimbursed according to current LATAZ expense limits for any expenses they incur during their volunteer work for LATAZ- See **SIG Finances**.

1.2. Whom to Contact

Most information about LATAZ SIGs and other activities can be found here https://www.lataz.net/sigs. The first point of contact for SIG Coordinators and committee members will in most cases be the SIG Representative on the LATAZ National Executive Committee, (SIG Rep) and/or the SIGs Chairperson & Publications Officer.

2. Why Special Interest Groups (SIGs) in LATAZ?

LATAZ's SIGs are meant to make a significant contribution to fulfilling the association's mission of connecting, developing, and supporting language-teaching professionals throughout the country by providing a variety of opportunities for face-to-face and online interactive events and activities to members in their areas of special interest. SIGs also help provide members with a source of professional identity and a sense of belonging to a community. A list can be found here https://www.lataz.net/sigs

What services should SIGs provide their members?
a) A dedicated SIG webpage – www.lataz.net/sigs
b) Social media presence
c) Three mailings, which could take the following forms:
  ➤ newsletters or equivalent publications including a magazine or journal.
  ➤ a collation of blog articles
  ➤ news of events
  ➤ announcements and reminders of webinars
d) Contributions as required to the *LATAZ publications in the form of articles for the newsletter* and the *SIGs* pages in the member *magazines*.
e) At least one face-to-face event per year. (Conference Event (CE) a day at the LATAZ National, provincial or district conference including a joint CE with other LATAZ SIGs, higher learning institutions or other third parties.
  ➤ a SIG event/workshop/seminar over one or more days
f) Online events such as webinars and web conferences. LATAZ provides access to the Teams Channels to hold these.
g) Other services to members may include one-off publications, social media activities, email discussion lists, scholarship opportunities and resource archives.

2.1. The SIG Representative (SIG Rep)

The SIG Rep is an elected LATAZ NEC Member. NEC Members are responsible for the association's sound running according to its aims and statutes. The SIG Rep will be elected every four years during the LATAZ elective conference and is responsible for:
a) the leadership of a group of SIGs.
b) Attending NEC meetings.
c) Reporting on the activities of the SIG at NEC and National Council Meetings.
d) maintaining contact, if necessary, between the SIG Coordinators, NEC and Secretariat.
e) reporting to all LATAZ members on SIG activities at the General Meeting at the LATAZ National Conference
f) Together with Secretariat, the SIG Rep is responsible for:
  (i) SIG Coordinators and committees: supporting all Coordinators and committee members to ensure that they receive effective inductions, handovers, and documents from their predecessors.
  (ii) SIG activities: monitoring SIG activities regularly regarding events and correspondences.
  (iii) SIG Coordinators meetings, including:

- ➢ ensuring that Coordinators submit a report in good time for each meeting.
- ➢ ensuring that Coordinator's reports are collated and circulated prior to the meetings.
- ➢ drawing up agendas, chairing meetings, approving the minutes taken by the SIGs & Publications Officer, ensuring that any matters arising are communicated and dealt with promptly and following up on action points.
- ➢ leading and/or being involved in, where necessary and desired, working parties set up ad hoc to deal with specific issues.

2.2.   SIGs and LATAZ Secretariat

LATAZ Secretariat will support the SIG committees in a variety of ways. The normal channel of communication between committee members and the Secretariat is through the SIG Coordinator. The support includes:

a) providing monthly membership figures for LATAZ and SIGs to SIG Coordinators
b) dealing with all accounting for the SIG including invoicing, support for budget preparation, financial reports and reporting of actuals against the budget
c) supporting the preparation and authorisation of project briefs and contracts and signing contracts.
d) sending communications from the SIG committee to SIG members.
e) administering calls for nominations and elections for SIG Committee roles and updating the Who's Who pages on the LATAZ website.
f) ensuring handover documents are shared with the relevant committee member and a checklist of induction is completed.
g) acting as a liaison between the SIG committee and third parties such as SIG members, suppliers etc.
h) Sending the collated LATAZ newsletter to members
i) publicising SIG activities on the LATAZ website and through LATAZ social media
j) Creating the registration pages and deadlines on the LATAZ website for SIG activities
k) confirming availability of the platform and setting up SIG webinars
l) Assisting the SIG committee with the administration of face-face and online activities
m) supporting the SIG committee with proof-reading, editing and design work
n) sending marketing materials, and the SIG banner to events / when required and requested.
o) attending face-to-face events (if required and budgeted for) to take onsite payments and to assist with membership queries Coordinating SIG matters at the LATAZ conference.
p) organising SIG Coordinators meetings:
  - ➢ arranging accommodation and catering requirements
  - ➢ circulating the agenda drawn up by the SIG Rep
  - ➢ sending templates for twice-yearly SIG reports
  - ➢ taking the minutes
  - ➢ circulating the final version of the minutes
  - ➢ setting up Slack workspaces and channels as necessary
  - ➢ updating the SIG Coordinator's Google Drive as required

Please contact LATAZ Secretariat if you have any queries regarding anything not covered by the above.

3. SIG committees

3.1.   The composition of SIG committees

A SIG committee consists of a SIG Coordinator and other committee members. The SIG Committee shall as much as possible consist of members from ALL Languages offered in Zambian schools. The exact size and composition of a committee will be determined by the nature, size and needs of the members of a particular SIG. A SIG committee will normally consist of a minimum of five members.

In addition to the Coordinator(s), SIG committee positions could include:
   a. Development Coordinator (Chairperson)
   b. Discussion moderator
   c. Events coordinator(s)
   d. Marketing Officer
   e. Newsletter editor(s) / Publications officer
   f. Social media officer
   g. Treasurer
   h. Web manager

Positions may be combined, and other positions and titles are also possible, depending on the nature and needs of the SIG concerned. Some tasks, such as those concerning finances, fall automatically to the SIG Coordinator if there is no SIG Treasurer.
Note: LATAZ members may only serve on one SIG committee at a time to ensure that there is no conflict of interest.

3.2.   Election and Terms of Office for SIG Committees
   a) Elections
   SIG committees should be democratic in their elections and their decision-making. The LATAZ nomination process should be carried out for all committee posts to ensure membership representation and inclusivity as far as possible.
   b) Term of Office
   (i) All SIG committee members shall be elected for four years with the opportunity to stand for election for a maximum of four more years in the same role.
   (ii) Vacancies in the SIG Committee shall be filled in accordance with Article VII Section 4 A, B and C of the LATAZ Constitution.
   (iii) SIGs should try to ensure that there is not a change of all SIG committee members at any one time or within a short period, with consequent loss of expertise.
   (iv) If this arises, the SIG Coordinator should contact the SIG Rep and the SIGs and Publications Officer for advice on how to manage the situation.
   (v) Any SIG committee member should remain on the committee for not more than a total of eight consecutive years in any committee position.

   c) Inclusivity
   i)   SIG committees should ensure that members of the committee do not come exclusively or largely from one institution, organisation, school, geographical location, or language specialisation: SIG committees should be as national as possible and include members from all languages subjects taught in Zambia.
   ii)   A SIG Coordinator can, with the agreement of the other SIG committee members and following the normal voting procedures, take on another role within the same SIG committee when their term as Coordinator is over.
   iii)   This is only possible if the SIG Coordinator has not been on the SIG committee for a total of more than eight years.
   iv)   All vacant positions must be advertised on the LATAZ website, WhatsApp, Telegram and Facebook platforms.
   v)   **All SIG committee members, including Coordinators, must be current members of LATAZ for the duration of their office term (s).** No committee member can remain in the post without this core requirement. If this core requirement is not met, the post-holder will be given a month's grace and then asked to step down from their position on the committee.

3.2.1. Procedure for the Election of SIG Committee Members

A	To apply for a position on a SIG committee, applicants must be fully paid-up current individual members of that SIG or be part of an organisation that is an institutional member of the SIG, for ideally the previous six months.
B	To apply for the SIG Coordinator position, applicants must be individual LATAZ members and members of the SIG.
C	Proposers and seconders must be individual members of LATAZ or be part of an organisation that is an institutional member of LATAZ.
D	The proposer, seconder and nominee must be three separate people.
E	The proposer and seconder should not nominate more than one person for each vacancy.
F	Having served for a maximum of eight years in any position, SIG committee members should stand down from the committee and must wait at least one year before becoming part of any SIG committee, assuming a position falls vacant and is advertised.
G	When a vacancy occurs, the Coordinator in consultation with SIG Rep shall implement Article VII 4 of the LATAZ Constitution.
H	Should only one person apply and be approved by the SIG committee, no formal election needs to be held. The SIG Coordinator confirms the person is elected to the SIG committee and Secretariat emails the applicant to confirm they have been elected. The elected candidate(s) are contacted by Secretariat advising on the next stage.
I	If more than one person applies for a vacancy, members are asked to vote for their preferred candidate by electronic voting administered by LATAZ Secretariat, via a Google /Microsoft Form. The SIG Coordinator sends the email text to LATAZ Secretariat Office. Only current members of that LATAZSIG may vote. Institutional members have one vote
J	Whether there is a voting procedure or not, an email is sent to SIG members including brief bios of the elected committee member(s) and their photo. If the committee wishes, the number of votes cast per nominee can be shared with members, but due discretion should be shown. The committee may also choose to announce the results via social media

When a SIG committee member reaches the end of their four-year term, they may resign or tender an extension to their term for a further four years. The SIG committee, minus the incumbent, should decide to accept an extension of the term of office of any SIG committee member, including the SIG Coordinator. Should a SIG committee member position suddenly fall vacant, the SIG committee may decide to share the role in the interim and/or email SIG members with a call for a new SIG committee member.

3.2.2 Co-opting SIG committee members

In exceptional circumstances, a committee may co-opt someone onto it, for example, if a post unexpectedly falls vacant or a call for nominations fails to attract anyone. All potential co-opted members must be current members of the SIG (with membership verified by the Secretariat) and be nominated by two members of the committee. The nominated person must send a statement stating how they meet the requirements of the role description to the Coordinator for dissemination to the committee. The appointment of a co-opted member should be formally agreed and recorded in the minutes of the committee. The position should then be readvertised within one year of the co-option. The co-opted member can stand for the position as well as other members who submit their nominations. Members of the SIG should be notified via the newsletter and/ or email of any co-opted committee members and the reasons for the co-opting must be explained clearly to members.

3.3 Election of the SIG Coordinator

a) The SIG Coordinator shall be elected by the SIG Committee and should normally have served on the committee for the immediately preceding 12 months.

b) Only **current fully paid-up** individual members of the LATAZ who have been on the SIG committee for the immediately preceding year may stand for election for Coordinator of that SIG. If there is more than one applicant, then the SIG committee shall vote, and the Coordinator will be formally elected by a majority of the members of the SIG committee.

c) It is advisable that the incoming SIG Coordinator is elected while the outgoing SIG Coordinator is still in place to allow for a hand-over of at least six months so that necessary information, knowledge and expertise can be shared.

d) If no one from the SIG committee steps forward to become SIG Coordinator, the election of the SIG Coordinator follows the procedure for the election of other SIG committee members as above.

e) In the event that the SIG Coordinator falls vacant, the SIG Rep in consultation with the SIG Committee shall evoke provisions of Article VII (4) of the LATAZ Constitution to find a replacement.

f) If there is any disagreement within the SIG committee about the election concerning any SIG committee post, then the matter should be referred to the SIG Representative for the NEC to intervene.

3.4. SIG Coordinator Responsibilities

The SIG Coordinator is ultimately responsible for ensuring that the following tasks are covered/delegated to SIG committee members. They should keep the SIG Rep and Secretariat regularly informed of the SIG committee structure. SIG Coordinators have access to the SIG Coordinators Google Drive which includes all relevant and important documents to fulfil this role. If you have any queries about any files or accessing them, please email neclataz@gmail.com.

3.4.1. General Responsibilities

➢ coordinate with SIG committee members on ways to increase membership of the SIG.
➢ update the Google report template (on Google Drive) on the SIG twice a year, (in mid-May and mid-October) before the SIG Coordinators meetings.
➢ prepare an annual budget and submit it to LATAZ Secretariat each November (the LATAZ financial year runs from 1 January to 31 December) *(See Finance Policy)*
➢ prepare an annual work plan.
➢ maintain regular contact between SIG committee members and organise a minimum of three SIG committee meetings per year.
➢ send minutes of both online and face-to-face meetings, with topics discussed and important decisions taken (including those at any other meetings) to SIG committee members, Secretariat, and the SIG Rep.
➢ attend, or send a representative from the SIG committee to SIG Coordinators' meetings. These meetings are usually held in mid-June.
➢ ensure that minutes from any SIG Coordinator meeting are not shared with committee members or general SIG members as these meetings can contain sensitive information.
➢ delegate duties to SIG committee members and follow up with action points and status.
➢ attend all days of the LATAZ Conference and the LATAZ AGM
➢ to ensure that SIG members receive at least three mailings per calendar year.
➢ ensure that no mailings are sent within one week of the *Newsletter* as this includes information from all SIGs and is sent to all LATAZ members.
➢ write regularly for LATAZ *Newsletter, journal and Magazine.*
➢ regularly check the SIG Coordinators Slack/WhatsApp group for networking, discussion with other Coordinators and advice.
➢ send graphics for SIG marketing banners to the SIGs & Publications Officer
➢ to ensure the effective induction and handover to the next SIG Coordinator
➢ share past and current SIG documentation with the successor (minutes of meetings, budgets etc.)

3.4.2. At the LATAZ Conference

➢ attend all relevant SIG events or send a representative.
➢ administer the SIG Showcase programme procedure, as advised by the LATAZ Conference Organising Committee including the process for selecting presentations.
➢ complete all the documentation regarding the SIG Showcase fully and return it to the Conference Organising Committee, according to the timeline set for that conference.
➢ send photos of SIG committee members and information promoting the SIG at the conference to the LATAZ SIGs & Publications Officer for inclusion on the SIG poster panels.
➢ during the entire Conference, publicise the SIG's past and future activities.
➢ recruit new members to the SIG and LATAZ.
➢ encourage active participation in the SIG and solicit contributions for future publications and activities.
➢ attend the LATAZ AGM.

- attend the SIG Showcase and ensure a SIG Open Forum takes place at which SIG members can discuss the future direction of the SIG.
- introduce the SIG Showcase speakers, facilitate the Q&A sessions following talks, and lead the Open Forum, ensuring that SIG members are informed about the future direction of the SIG and the SIG finances.

3.5. SIG Committee Meetings

a) SIG committees should aim to meet at least three times a year face-to-face or online. When held online they can be more frequent than three times a year.

b) At least one of these meetings should be face-to-face and can take place at the LATAZ Conference or National Council. Expenses for this meeting can be reimbursed in line with LATAZ's expense limits.

c) The LATAZ Teams meeting room is available for committee meetings at no charge. SIG Coordinators should contact LATAZ Secretariat to book space in the Teams room. Technical support and advice are available. Other platforms that can be used for contact and collaboration include Slack, Doodle, WhatsApp, Zoom, Google Meet or Skype.

d) Once a meeting time is agreed upon, SIG committee members should be invited to submit items for the meeting agenda and be prepared to formally report on their activity since the previous meeting.

e) The SIG Coordinator should decide upon the final agenda and circulate this to all SIG committee members in advance of the meeting.

f) During the meeting, minutes should be taken, and once agreed, circulated to all SIG committee members, the LATAZ SIG Rep & LATAZ SIG & Publications Officer as soon as possible after the meeting. Minutes should record the date of the meeting, those in attendance, a summary of the agenda points discussed, reasons for any decisions taken and any proposed actions.

g) If your meetings are a 10-minute weekly catch-up, minutes are not required. However, longer meetings (for example, once a month) should create minutes. The responsibility of taking, typing and sending these to SIG committee members, the SIG Rep and SIGs & Publications Officer can be shared by the Committee.

3.6. Dealing with problems

From time to time, groups working together may have problems. Before these escalate, we encourage informal discussion with the aim of resolving the issue(s) directly and constructively.

3.6.1. Problems within SIG Committees

a) **Dealing with an issue or concern between SIG committee members (including the SIG Coordinator)**

- The committee members concerned should speak to each other and try to resolve the issue themselves.

- If they are unable to resolve the issue themselves, the members concerned should bring it to the attention of the SIG Coordinator unless it is regarding the SIG Coordinator, in which case, bring it to the attention of the SIG Rep.

- The SIG Coordinator should endeavour to act as a mediator between the parties and should put in place an agreed action or performance plan to try to deal with the issue.

- Following an agreed period, the action or performance plan should be reviewed to determine whether it has been successful.

- If there are still perceived problems, which the SIG Coordinator considers cannot be resolved (possibly because they are involved themselves), one or more parties may be asked to stand down from the SIG committee.

- The SIG Rep may be asked for help and/or to act as a mediator at any point.

- Should a SIG committee member be dissatisfied with this result, or the procedures taken leading to this result, they may instigate a complaint following the available LATAZ Complaints Procedure.

3.6.2. Problems between SIG committees

a) If a SIG Committee is unhappy with the actions of another SIG Committee, they should follow the procedure outlined above and in the LATAZ Complaints Procedure.

b) The starting point for this is constructive discussion of the issue between the SIG Coordinators concerned, with the aim of resolving the problem directly, constructively, and informally.

3.6.3. Struggling SIGs

a) A SIG is expected to perform to a certain level. It is in the interest of all LATAZ members that SIGs are supported when in difficulty. In addition, it is part of the SIG Rep's duties to monitor and assist in such cases.

b) Where a SIG Coordinator and SIG committee have been unable to generate sufficient activity, the SIG Rep should arrange to discuss the issues with the SIG Coordinator, the LATAZ President and other NEC members if necessary.

c) Should the membership of a SIG drop below 45 members for more than 12 months, and / or there has been no activity, then the SIG will be in a position of imminent closure.

d) The situation will be dealt with discreetly and confidentially as far as possible. Only when necessary, will it be discussed by all SIG Coordinators and if agreed that the situation is irredeemable, the SIG Rep will ask the SIG Coordinator and committee to step down and the SIG will be in a position of imminent closure.

e) All members of the struggling SIG are then informed by email about the imminent SIG closure and offered the opportunity to move their membership to another SIG.

f) Any remaining SIG funds will be returned to LATAZ general funds and frozen for 12 months. If a new SIG Coordinator is found and a new SIG Committee formed, the SIG can resume activity.

g) As a last resort a formal motion is put to the NEC to dissolve the SIG.

4. SIG Publications

4.1. Requirements

LATAZ SIG membership entitles all members to three mailings per calendar year, digital or printed. As the majority of SIG members are unable to attend events, these mailings are essential member benefits. Mailings include newsletters, books, updates, conference reports, and reminders for events hosted by the SIG. Any email to SIG members must be sent via LATAZ Secretariat and the content of the email must have been approved by the SIG Coordinator before Secretariat staff will send it.

4.2. Archive copies

In the case of print publications, LATAZ Secretariat shall archive five copies and send copies to the University of Zambia Library, the National Archives and Zambia Library Services. After copies for the contributors are sent, any spare copies shall be given away free at SIG events unless otherwise requested by the SIG. Spare copies can also be sold via LATAZ Secretariat on behalf of the SIG. The SIG Coordinator, the SIG Editor of the publication and other SIG committee members (as required and approved by the SIG Coordinator) may also receive extra copies on request.

4.3. ISSNs & ISBNs

An ISSN applies to newsletters and an ISBN applies to a book.

5. SIG Finances

a) SIGs shall be financially self-supporting.

b) Each SIG shall receive a subscription fee per year per member. This amount does not normally cover the running costs of the SIG (newsletter production, meetings expenses, administration etc.) so it is essential that SIGs remain solvent by generating funds in fund-raising activities throughout the year (surplus on events, sales of publications, sponsorship, advertising etc.)

c) SIG funds, both routine and one-off additional expenditure, must be spent in support of the non-profit aims of LATAZ and the SIG.

d) SIG funds should be spent in ways which provide benefits to the maximum number of SIG and LATAZ members.
e) The *LATAZ Financial Policy* sets out the existing expense limits for travel and meals.

5.1. SIG Annual and Conference Event (CE) Budgets

a) Each year the SIG Coordinator (and/or SIG Treasurer) shall prepare an annual budget for the SIG.
b) SIGs should normally budget to make a surplus in a financial year (1 Jan to 31 Dec) and not use SIG reserves to finance operational expenditures.
c) The budget should be submitted to the LATAZ SIGs & Publications Officer by 30 Sep.
d) After the initial Secretariat review, this will be forwarded to the LATAZ Treasurer and LATAZ SIG Rep for comments and approval.
e) If the SIG is also planning to hold a CE during the LATAZ Conference, this budget should also be submitted to the LATAZ SIGs & Publications Officer by 30 Sep.
f) After the initial Secretariat review, this too will be forwarded to the LATAZ Treasurer and LATAZ SIG Rep for comments and approval.

5.1.1. SIG event budgets

a) If the SIG is planning any events, they should submit a budget in good time to allow for approval and advertising on the LATAZ website and SIG social media channels.
b) Further documents can be found in the *Finance Policy*.

5.2. Expenses

a) Claims for reimbursement of committee/speaker expenses should be submitted to LATAZ Secretariat having been first authorised by the SIG Coordinator or SIG Treasurer and should be accompanied by an invoice or receipt clearly showing the amount spent (scanned copies are acceptable).
b) SIG funds may not be used to fund SIG Committee members to come to the Annual Conference unless they attend a SIG Committee meeting.

5.2.1. SIG Coordinator expenses

a) The SIG Coordinators have one to two face-to-face minuted meetings a year.
b) All expenses claimed are only reimbursed against original receipts in line with current LATAZ expenses limits (scanned receipts are acceptable).
c) For the June meeting, the SIG covers expenses for the Coordinator(s) to attend.
d) For the Oct/Nov meeting, LATAZ covers expenses for one Coordinator.
e) For the Annual Conference, the attendance fee for the SIG Coordinator is covered by LATAZ.

5.2.2. Expenses for other meetings

a) These are claimed from SIG funds. SIGs should contact the LATAZ Chief President before incurring additional committee expenses.

6. Review of Guidelines

These guidelines will undergo periodic review to strengthen or further clarify the work of SIGs and include emerging trends and practices.