



4th Quarter 2011
Geo/SIG Coordinator
Webinar
December 15, 2011



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Annual Reaffiliation

- Reaffiliation is required on an annual basis.
- The reaffiliation form may be downloaded from the Coordinator Resources page on the OAUG website. You will need the user name and password of your OAUG profile to access this page.
- **Deadline is close of business December 30th.**
- If you do not utilize the OAUG membership application, a copy of your membership list must be submitted with the reaffiliation form.



Affiliation & Compliance Requirements

- Compliance is monitored throughout the year, and is required to host meetings at COLLABORATE and/or OpenWorld.
- The compliance requirements for Geos and SIGs include:
 - a. Adopt/Review written bylaws, which provide for the administration and regulation of internal operations and do not materially conflict with the bylaws of the OAUG. Provide a copy of bylaws to OAUG for review and approval.
 - b. Utilize the OAUG Calendar application to schedule events.
 - c. Maintain a web site, updated at least once per quarter during the calendar year. The website home page will include the approved version of the “OAUG affiliate” logo. It will also include upcoming event information.
 - d. Use the OAUG provided online Geo/SIG membership application to collect and manage member contact information or provide a copy of membership list to OAUG once a year.



Affiliation & Compliance Requirements

- e. Hold officer elections at least every 2 years. At the most, half of the elected Board officers can be employed by the same organization. List of elected officers will be posted on Geo/SIG's web site along with contact information and date for the next Board election.
- f. Appoint or elect a Coordinator who will act as the main contact between the Geo or SIG and OAUG.
- g. Host one meeting per calendar year.
- h. All events and notifications for events will have the approved version of the "OAUG affiliate" logo noted on all communications.



OAUG Compliance Review

- Compliance guidelines are outlined in detail in the Affiliated Geographic and Special Interest Group Manual.
- Please review the manual each January for program changes and updates.
- The manual is maintained on the Coordinator Resources page.



Coordinator Resources Page

- The Coordinator Resources page contains information and material to facilitate compliance and support each Geo/SIG's functions.
- To access page: www.oaug.com > User Communities > Geos And SIG > Coordinator Resources Page
- Page includes:
 - a. Coordinator Quarterly meeting materials
 - b. Affiliation & Reaffiliation paperwork
 - c. Manual
 - d. Support Services Information



Name Changes

- Geos or SIGs requiring a name change will complete and submit the Geo and SIG Group Name Change form.
- Requests will be reviewed by the Geo/SIG Committee.
- Name changes are not official without Committee approval and may not be communicated until approval is received.



2012 Funding Guidelines

- OAUG will offer direct funding for 2012. Funding will total \$5,000.00. Each compliant Geo and SIG is eligible for up to \$300 for the year.
- Funding guidelines, pre-approval and reimbursement forms are located on the Coordinator Resources page.
- Pre-approval is required a minimum of 2 weeks prior to event.



2012 Funding Guidelines

- Reimbursable items include meeting supplies, giveaways and promotional items
- Food & beverage (non-alcoholic) will be covered up to \$100
- Reimbursement requests must include dated, legible receipts and be submitted within 30 days of completion of the event.



Final Announcements

- 2012 Reaffiliation deadline is close of business December 30, 2011
- Reminder: Review Coordinator Resources page in January for updates
- Reminder: Review the Coordinator manual in January.



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- Q&A Session



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