

RESEARCH AND INTEREST GROUP (RIG) POLICY MANUAL

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I. RIG Functions

A. What are RIGs?

Research and Interest Groups (RIGs) reflect the substantive interests of RSS members and are important avenues for connecting members with similar interests. RIGs provide critical roles in RSS, including soliciting submissions, organizing sessions, and proposing special sessions, speakers, and field trips for the RSS Annual Meeting; proposing, organizing, and administering RIG activities throughout the year; providing intellectual leadership and opportunities for professional development in their respective areas; rewarding achievement through internal awards and recognitions; soliciting publications and announcements from RIG membership to post on the RSS website; and creating opportunities for members to network and identify colleagues with similar interests. The RSS Vice President oversees matters related to RIG activities, while the Business Office can answer questions related RIG membership, budgets, and spending.

RSS currently has 14 RIGs:

- Applied and Extension
- Community, Health, and Family
- Gender and Sexualities
- International Development and Studies
- Natural Resources (NRRIG)
- Population
- Rural Law & Justice
- Rural Policy
- Rural Poverty
- Rural Race and Ethnicity
- Sociology of Agriculture and Food (SAFRIG)
- Teaching and Curriculum

- The Elders
- Youth, Education, and Rural Vitality (YERV)

B. Remaining in Good Standing

To remain in good standing, a RIG must at a minimum:

- Hold an annual business meeting.
- Organize sessions for the Annual Meeting in collaboration with the Program Chair(s).
- Have a RIG Chair in place at least 15 days after the RSS Annual Meeting.
- Provide a written annual report (see § II.B.3) to the RSS Vice President and Business Office within 15 days following the RSS Annual Meeting.

A RIG that does not fulfil these minimum requirements will be ‘not in good standing’. To assess good standing, the Vice President will prepare a summary of RIG annual reports (see § II.B.3) characterizing each RIG’s completion of the minimum requirements listed above. The RSS Executive Committee will review the summary at their October Executive Committee meeting to identify RIGs who did not fulfil the good standing requirements in the prior year. Following the October Executive Committee meeting, the Vice President will reach out to the Chair(s) of any RIGs that are not in good standing to identify the requirements that were not met in the prior year, discuss a pathway forward, and identify areas of support the RIG may need to get back into good standing.

A RIG that remains out of good standing for two consecutive years may be dissolved by the Executive Committee. A decision to dissolve a RIG will be made only after members of the Executive Committee have engaged in good faith efforts to restore RIG activity (e.g., by meeting with the RIG Chair(s), emailing RIG members to identify volunteers willing to assist with RIG activities, and appointing a new RIG Chair).

C. Proposing New RIGs, Name Changes, and Mergers

New RIGs can be formed if at least six members of RSS sign a letter to the RSS President requesting to form a RIG. In this letter, they must identify the name and purpose of the proposed RIG and commit to having an annual business meeting to qualify. Approval by the RSS Council is required before a new RIG can be recognized.

Given changes in the field, it is possible that a RIG may want to change its name. A RIG may petition for a name change by sending a letter to the RSS President identifying the proposed new name and providing a rationale. The RIG must demonstrate that at least 50% of its existing members voted in the poll, and that the name change was approved by at least 51% of those who voted (e.g., a RIG with 40 members must indicate that at least 20 members voted. Of the 20 who voted, at least 11 must vote affirmatively to change the name).

Multiple RIGs may decide to merge into one RIG. RIGs may petition to merge by sending a letter to the RSS President identifying the RIGs that will be merged and the new RIG name and providing a rationale for the merger. Both RIGs must demonstrate that at least 50% of their

existing members participated in the vote in their respective RIG, and that the merger was approved by at least 51% of those who voted in *each* RIG.

II. RIG Structure

A. RIG Membership and Dues

An individual must be a member of RSS to be a member of a RIG. Individuals can join a RIG at any time. The most common way to join a RIG is to add the RIG membership when joining RSS or renewing the annual membership. The RSS Business Office will provide a current list of RIG members to RIG Chairs via a shared RIG Chair folder or via email upon request by emailing the RSS Business Office.

Annual RIG dues are set by each RIG. A current listing of dues is available on the RSS website. RIG dues are collected by the RSS Business Office as part of the membership process and are maintained in an account for expenditure by the RIGs.

B. RIG Chairs

RIG Chairs typically serve a one-year term, beginning at the RIG Business Meeting that year and ending at the RIG Business Meeting the following year. If RIG Chairs are reelected, they may serve multiple terms. RIGs have varying leadership structures, including a single Chair or co-Chairs. Some RIGs elect a Chair-elect who serves alongside the current Chair to facilitate information sharing and consistency across terms. RIGs may also choose to have a student representative.

Nominations or volunteers for leadership positions are typically solicited during the RIG Business Meeting. If enough members are present, they may vote for Chair(s) during the Business Meeting. However, if attendance at the RIG Business Meeting is low (as determined by those present), a RIG may choose to conduct a leadership vote electronically immediately after the Annual Meeting.

If a RIG is unable to elect a Chair within 15 days following the Annual Meeting, the Vice President will email the RIG members to solicit volunteers willing to serve as RIG Chair. If no members volunteer, the Vice President (in consultation with the President and Business Office) will attempt to identify, invite, and appoint an existing RIG member as Chair.

1. Duties of RIG Chairs

At a minimum, RIG Chairs have the following responsibilities:

- Review this RIG manual to understand Chair responsibilities and RIG processes.
- Serve as an active member of the Annual Meeting Program Committee to review abstracts and organize sessions and special events, etc. for the Annual Meeting.
- Receive relevant abstracts from the Program Chairs in order to organize thematic sessions that match RIG interests.

- Convene and lead an annual RIG Business Meeting.
- Conduct a formal election for RIG Chair to ensure leadership continuity.
- Email all RIG members following the RIG Business Meeting to provide updated information on the new RIG Chair(s), share notes and updates from the Business Meeting, and solicit ideas for activities to hold throughout the year.
- Send the Vice President and Business Office an email to provide the name(s) and email address(es) of the newly elected RIG Chair(s) within 15 days following the Annual Meeting.
- Provide a formal written report to the Vice President and RSS Business Office within 15 days following the Annual Meeting summarizing RIG activities conducted throughout the prior business year and at the Annual Meeting. This report should be submitted by the outgoing RIG Chair.
- Attend two virtual RIG Chair meetings led by the Vice President (typically held in September and February).
- At least once per year, review the RIG webpage content hosted on the RSS website and request that the Business Office make any necessary edits.
- Keep the RIG's shared online folder (see § II.B.4) updated to facilitate information sharing across terms.
- Periodically remind RIG members to submit accomplishments and media highlights via the form on the RSS website to let members know about recent publications (peer-reviewed, research briefs, and extension publications, for example), interviews, awards, media appearances, or anything noteworthy that deserves attention.

RIG Chairs may also choose to coordinate other RIG-related activities, such as award competitions, Annual Meeting field trips, professional certificates, and other activities throughout the year. Guidelines for these activities are provided in § IV.

2. RIG Chairs Meetings

RIG Chairs are required to attend two annual RIG Chairs Meetings (also known as the RIG Chairs Standing Committee Meetings) convened and chaired by the Vice President and held virtually.

The first RIG Chairs Meeting takes place shortly after the Annual Meeting (and after the new RIG Chairs are elected, typically in September). The purpose of the first RIG Chairs meeting is to ensure that incoming RIG Chairs are clear about their responsibilities throughout the year, brainstorm ideas for and come up with an agenda for potential activities that can occur throughout the year, and give RIG Chairs the opportunity to ask questions and provide feedback about RSS policies and procedures.

The second RIG Chairs meeting takes place in February and is the main planning meeting related to the Annual Meeting. In this meeting, the Vice President and RIG Chairs will discuss the process for preparing Annual Meeting sessions, the RIG Business Meeting, field trips, special sessions, and professional development certificates. RIG Chairs are also expected to report on

any RIG activities that have occurred since the Annual Meeting.

3. Annual Report

The outgoing RIG Chair must submit a brief annual report to the RSS Vice President and Business Office within 15 days of the conclusion of the RSS Annual Meeting to report on:

- RIG leadership election results (RIG leader names, email addresses, and position titles).
- RIG activities completed throughout the year that just ended.
- Tentative plans for RIG activities in the coming year.

This report is also an opportunity to raise questions or concerns with the Vice President and RSS Business Office related to RSS RIG operations that can be shared with Council.

An annual report template is provided in the RIG shared OneDrive folder.

4. Accessing and Preserving RIG Materials

The Business Office provides RIG Chairs with access to RIG-related materials (e.g., the RIG policy manual, budgets, membership lists, RIG Chair names and contact information, annual report templates) via a shared OneDrive folder. Email the Business Office to obtain access to the OneDrive folder.

RIG Chairs should also use their RIG-specific folders to maintain a historical record of information and materials that will be useful to future Chairs, such as annual reports, notes from RIG Business Meetings, a running list of past RIG Chairs, and materials related to calls for RIG awards, field trips, special sessions, and professional development certificates.

C. Communicating with RIG Members

RIGs are intended to help RSS members with common interests connect, collaborate, and communicate. RIGs have taken various approaches to facilitating communication. Some RIGs communicate with members primarily through email and at their annual Business Meeting. Other RIGs are more proactive and develop regular newsletters. For example, RIG newsletters may include details about the Annual Meeting, new leadership, award guidelines, award winners, member announcements, call for papers, employment opportunities, and opportunities for graduate students.

Chairs may also decide to communicate with members via social media outlets. If a RIG chooses to have social media accounts, the RIG Chair must record the login information (account email, username, and password) and ensure that the information is shared with both the next RIG Chair and the RSS Business Office so that the information is not lost, and the accounts remain accessible.

At a minimum, RIG Chairs should email all RIG members following the RIG Business Meeting to notify them of the new RIG Chair(s), provide an update of RIG activities that occurred throughout the year, provide a summary of the discussion that occurred during the RIG Business Meeting, and solicit ideas for RIG activities for the coming year.

To facilitate communication among RIG members, the Business Office provides monthly

updated RIG membership lists in the shared RIG folders. RIG Chairs can also request a list of current members and email addresses by emailing the RSS Business Office. Some RIGs maintain a historic record of past RIG members to facilitate communication with (often temporarily) inactive members, as well as those whose memberships are not up to date.

While it is up to RIG Chairs to decide what and how much they want to communicate with members, RIGs that communicate more often typically recruit and retain more members and have more active engagement at the Annual Meeting.

D. RIG Budgets

1. Annual Budgets

RIGs control their own budgets to support RIG activities under general RSS guidelines for appropriate expenditures.

RIG budgets are typically generated through membership dues that are collected by RSS when members pay their annual membership fee and select to become members of different RIGs. Some RIGs solicit additional funds from individual or institutional sponsors for specific items, such as a paper award or to cover speaker travel for a special session at the Annual Meeting.

Monthly, the Business Office will provide updated RIG budget spreadsheets in the OneDrive folders. RIG balances roll over annually if the funds are not spent. Because most funds come from RIG membership dues, RIG balances tend to increase during the RSS membership renewal period (early in the calendar year) or Annual Meeting registration period (summer). In years when a RIG has less than \$200 in its account by June, RSS will fund the difference between \$200 and the account balance.

2. Allowable Expenditures

RIGs are allowed to spend their budgets for purposes consistent with the mission and goals of RSS and the specific RIG. Questions about whether certain expenditures are appropriate can be directed to the RSS Business Office.

In general, allowable expenditures include:

Paper Awards. Several RIGs hold annual paper awards. These awards tend to include a plaque or certificate and a monetary award. The monetary award is sometimes intended to help offset the costs of attending the Annual Meeting, as award recipients are sometimes expected to present their paper in a RIG session. Guidelines for paper awards are provided in § IV.

Field Trips. RIGs often work individually or collectively to organize field trips at the Annual Meetings. Field trip costs are typically offset by participant fees, but RIG funds can be used to cover some of the costs to reduce fees. Multiple RIGs can co-sponsor a field trip and share the costs. Field trips vary in cost (depending on transportation used and fees associated with the destination), so it is best to plan for a minimum number of participants needed and to calculate a rough estimate of how much the RIG will contribute. The Business Office can help RIGs work out the logistics associated with field trips. Guidelines for field trips are provided in § IV.

RIG Business Meeting. Some RIGs decide to hold their Business Meeting during lunch or happy

hour and provide their members with refreshments. One benefit of doing this is that it tends to increase attendance at the business meeting.

Speaker Travel Costs or Honoraria. RIGs may choose to develop special sessions on a specific theme at the Annual Meeting or hold virtual events throughout the year that include guest speakers or panelists who are not RSS members. Allowable expenditures include speaker travel reimbursement, Annual Meeting registration fee, and honoraria.

Other Activities. RIGs wishing to spend their funds on other activities should contact the Business Office via email to describe the activity, identify the potential benefits to members, and provide an anticipated budget. The Business Office will review the request and make a determination. Requests can be submitted throughout the year.

3. RIG Enhancement Funds

In addition to the RIG's general budget, in some years RSS also has enhancement funds for RIG-proposed special events or sessions at the Annual Meeting or throughout the year that enhance the benefits of RSS/RIG membership and/or promote RSS's goals of increasing diversity and inclusion. RIGs can apply for enhancement funds to help cover these costs.

The Business Office, in consultation with the Executive Committee, will annually establish the maximum amount that can be requested. To apply for these funds, RIG Chairs should submit a proposal to the Business Office with the following information by April 1 to allow for budgeting and equitable disbursement of funds:

- A description of the proposed activity, including the timing and location.
- A budget and budget justification.
- A list of other sources of revenue pursued and received. For higher-cost activities, we encourage RIGs to solicit matching funds from other sponsors.
- An explanation for how the activity has the potential to increase RIG membership, enhance the benefits of RIG membership for existing members, and/or increase diversity of RSS and the RIG.

III. Annual Meeting Activities

A. Planning RIG-Sponsored Annual Meeting Sessions

RIG Chairs serve as members of the Annual Meeting Program Committee, under the leadership of the Program Committee Chair(s). Among the most important tasks of RIG Chairs is to solicit abstract submissions from RIG members and review abstracts submitted for consideration for the Annual Meeting.

Review of all submitted abstracts is coordinated by the Business Office. RIG Chairs are responsible for reviewing abstracts, approving the sessions and session titles proposed by the Program Committee Co-Chairs or recommending alternatives, and assigning a session moderator/presider (often a volunteer from the RIG's members).

Some authors will withdraw their paper from the conference, and the Business Office may add other papers to RIG sessions to fill holes. Therefore, sessions may be altered before the start of the conference.

See the Program Committee section of the RSS Policies & Procedures Manual for additional details and timelines related to Annual Meeting planning.

B. RIG Business Meeting

To remain in good standing, all RIGs must hold an annual Business Meeting to discuss RIG-specific issues, plan activities for the coming year, approve RIG spending plans, and elect leaders. By default, RIG Business Meetings are scheduled to be held during the Annual Meeting in a time slot and location in consultation with the Program Chair(s). There are two alternative options:

- 1) The meeting can be held during the Annual Meeting over a time slot determined in advance by the RIG. The meeting should not be scheduled at a time that would conflict with another official Annual Meeting session.
- 2) The meeting can be held virtually 15 days before or after the Annual Meeting. If a RIG selects this option for their Business Meeting, RIGs should also hold an in-person social event during the Annual Meeting to facilitate member socialization and networking.

RIG Chairs who wish to select one of the alternative Business Meeting formats must inform the Annual Meeting Program Chair(s) of the proposed date, time, and location of the RIG Business Meeting by mid-Feb so that the information can be included in the Annual Meeting program. Otherwise, the Program Chair(s) will schedule the RIG Business Meeting to occur during the Annual Meeting in the default time slot and location.

In addition to the annual RIG Business Meeting, RIGs may choose to hold virtual meetings throughout the year to discuss and coordinate RIG business, hold webinars, and engage in other activities.

IV. Guidelines for RIG Activities

While RIG Chairs generally initiate and lead RIG activities, some RIGs have subcommittees for coordinating special activities, such as awards, field trips, professional development certificates, and virtual events.

A. Paper and Other Awards

RIG Chairs determine guidelines for paper and other RIG awards. However, if the RIG has held an award competition in the past, efforts should be taken to keep the guidelines consistent unless the RIG members vote to change a particular aspect of the award. Some RIGs have chosen to create a special sub-committee to solicit submissions and determine winners.

The call for award submissions should outline the competition guidelines (e.g., who is eligible, length of paper for paper awards, content, etc.) and clear instructions for nomination submission. If there is a requirement that the winner attend and present the paper at the

Annual Meeting, that information must be provided in the call for submissions. If a RIG decides to form a new award competition, Chairs may want to request calls for submissions created by other RIGs to use as examples.

Award Timeline for RIGs using the Business Office to Coordinate RIG Awards:

- 09/15 Develop/update Awards Forms
- 10/01 Award Submissions Open; Notice to Membership
- 10/15 Reminder Notice to Membership
- 11/01 Reminder Notice to Membership
- 11/10 Final Reminder Notice to Membership
- 12/01 Award Submissions Close
- 12/01 Check Nominee Member Status
- 12/04 Award Reviews Begin
- 12/19 Award Reviews Close
- 01/05 Workstream Calls – Discuss Results
- 01/20 RIG Leadership Discussion
- 02/05 Winners Approved
- 02/10 Notifications Sent

While the above timeline is preferred by the Business Office, RIG Chairs can also manage their awards on their own timeline and through their own submission process.

B. Field Trips

Field trips are an excellent way to bring RIG members together at the Annual Meeting. RIGs may wish to plan a trip that is linked to the Annual Meeting theme, a special session taking place at the meeting or relevant to the meeting location, or something entirely different. We encourage RIGs to co-sponsor field trips when possible, to maximize participation and reduce per person costs.

Field trips are traditionally held the day before the official start of the Annual Meeting or the Sunday following the official end of the meeting, so as not to interfere with Annual Meeting sessions and events.

RIG Chairs should contact the Program Chair(s) and RSS Business Office well in advance of the field trip so that they can maximize resources and make contracting processes efficient (for example, by having all buses for multiple field trips on one contract). RIGs must work with the Business Office on any contracts or insurance needed. Individual members may not sign contracts.

To propose a field trip, RIG Chairs should submit the following information to the Program

Chair(s) and Business Office by mid-February (a specific deadline will be provided by the Program Chair(s) each year):

- A description of the proposed activity, including the proposed timing and location.
- An anticipated budget.
- A request for any assistance needed from the Business Office.

Below are several recommendations when planning a RIG field trip.

- *Form a sub-committee.* Organizing a field trip can be complex and will include a wide range of questions and possibilities. It will be difficult for a single person to take on all the required tasks.
- *Plan Ahead.* A successful field trip encompasses many details that cannot be worked out at the last minute. These points will impact everything from the budget, to informing the RSS membership, and returning from the trip with everyone that you left with. Be sure to give yourself plenty of time to plan.
- *Understand your budget.* Determine whether your RIG will use existing funds and/or charge a participation fee. If a fee is to be charged, consider the potential cost for students; some RIGs choose to subsidize student participation. Other financial considerations include transportation, refreshments during travel, an honorarium for host(s), and meals.
- *Solicit member input.* RIG Chairs (or field trip chairs) should solicit suggestions from RIG members. Once a RIG has settled on a few potential trip ideas, consider collaborating with other RIGs who may have similar interests.
- *Strength in numbers.* Some field trip options may require a certain number of participants. The opposite may also be true in a potential venue may have a maximum number of people that can be accommodated. Thus, it may be necessary to poll RIG members to gauge the number of potential field trip participants, and to decide if the field trip will be open to the entire RSS membership or just the RIG members.
- *Time management.* In choosing an activity, it will be necessary to determine the distance to and from the venue, as well as adequate time for the activity itself. If the field trip will be an all-day excursion, include time for lunch or dinner. Depending on the location and venue, the RIG may also choose to schedule extra time for rest, site exploration, and/or networking. However, do not forget to return early enough for participants to attend the opening session of the conference (in the case that the field trip is held on the opening day of the Annual Meeting).
- *Accommodate participants.* Depending on the activity and the transportation, some members may have mobility issues and need accommodations. If a meal is included in the trip, it will be important to know about dietary restrictions. We recommend that organizers include a section asking about necessary accommodations and dietary preferences on their field trip registration form.

- *Inform your colleagues.* Advertising the field trip before conference registration opens is essential for encouraging member participation. There are multiple venues available—RIG e-mail lists, RSS social media, and the RSS *eBulletin*.

C. Professional Development Certificates

RIGs may choose to offer professional development certificates to enhance the benefits of RSS and RIG membership. Certificates can take many forms, including but not limited to teaching, data and methods, practice/application, and policy. Each RIG establishes their own requirements for receipt of the certificate. Upon completion of the requirements, participants will receive an emailed certificate of completion denoting both RSS and the sponsoring RIG.

RIGs can offer certificates either in person at the Annual Meeting or virtually throughout the year.

- 1) *Annual Meeting certificates:* Certificates can be offered at the Annual Meeting by identifying 3-4 Annual Meeting sessions on a unifying topic that members must attend in order to receive the certificate. RIGs can wait until the Annual Meeting program comes out to identify eligible sessions, propose their own sessions, or some combination of these. If a RIG wants to include a special sponsored session or sessions that will be needed to complete the certificate, they must propose the session to the Program Chair(s) by mid-March (a specific deadline will be provided by the Program Chairs each year). The RIG Chair should also submit the special session(s) through the Annual Meeting abstract submission site (identifying their RIG as the sponsoring RIG).

At least 3 weeks before the Annual Meeting, the RIG must send the Business Office an attendance form that identifies the list of sessions that are required to complete the certificate and includes a space where members can get signatures to verify attendance. Members interested in completing the certificate will collect the attendance sheet at the Annual Meeting registration desk and have it signed by a designated signatory at the session. Therefore, RIGs must make sure that each session that is part of the certificate is staffed by someone responsible for signing the form (e.g., panelist, presider). Participants will turn in their completed form at the registration desk at the end of the conference, and the Business Office will email out certificates.

- 2) *Virtual certificates:* Offering a virtual certificate is an excellent way to maximize participation and ensure accessibility for all members. Like the in-person certificate, virtual certificates generally involve participating in 3-4 sessions on some unifying topic or theme. RIGs are responsible for planning and coordinating their own sessions, including topics, speakers, registration, video conferencing, and verifying attendance across the sessions that are required to complete the certificate. The Business Office can assist with distributing information about the certificate and required sessions (as supplied by the RIG) to RSS members. Once all the required sessions are completed, whomever is leading the certificate initiative should send the names of all completers to the Business Office, and the Business Office will email out certificates.

D. Virtual Events

RIGs may choose to hold other RSS-sponsored virtual events throughout the year to increase member participation and engagement and enhance the benefits of being an RSS and RIG member. RIG Chairs should solicit ideas for virtual events from their RIG members at their annual RIG Business Meeting and throughout the year.

Virtual events may include, but are not limited to special speakers, data and methods sessions, teaching-related sessions, professional development, and seminars targeted to public and/or policy audiences. RIGs may choose to co-sponsor events with other associations and organizations.

RIGs must gain approval from the RSS Business Office to be able to advertise the event as an RSS-sponsored event and to use the RSS logo. To gain approval for virtual events, RIG Chairs must submit the following information to the RSS Business Office at least two months before the proposed event.

- A description of the event, including the proposed date and time. When scheduling, be sure to be attentive to time zone differences to accommodate members across different time zones.
- The anticipated benefit to RSS and its members.
- A request for any assistance needed from the Business Office.
- The name of co-sponsoring organization(s), if applicable.

RIGs should also determine whether the event will be restricted to RIG members and/or RSS members or whether the event will be open to anyone. In addition, RIGs should determine in advance whether they will record the event to make it available to members who could not attend.

V. Timeline for RIG Activities

The RSS business year begins at the RSS Business Meeting of the Annual Meeting and ends at the Business Meeting the following year (typically late-July to early-August).

If a date falls on a weekend, the deadline will be the Monday following that weekend.

Event/Activity	Timeline/Deadline
Annual Meeting	late July – early August
RIG Business Meeting Includes electing new Chair(s)	At the Annual Meeting (in person) and/or virtually within 15 days before or after the Annual Meeting
RIG Chairs should email an update to RIG members to notify them of the new RIG Chair, provide an update of RIG activities that occurred throughout the year, provide a summary of the	Within 15 days following the RIG Business Meeting

Event/Activity	Timeline/Deadline
discussion that occurred during the RIG Business Meeting, and solicit ideas for RIG activities for the coming year.	
RIG Annual Report due to Vice President and Business Office (should be submitted by outgoing RIG Chair)	Due 15 days after the Annual Meeting
Virtual RIG Chairs Meeting #1 (at least one Chair from each RIG is expected to attend)	September
Submit call for RIG awards to Business Office (if using Business Office)	September 15
Announce call for RIG awards (if using Business office)	October
RSS membership solicitation	January
Virtual RIG Chairs Meeting #2 (at least one Chair from each RIG is expected to attend)	February
Send Business Office the name of the RIG Chair who will review Annual Meeting abstracts	February 1
Submit Annual Meeting field trip proposals to the Program Chair(s) and Business Office	mid-February*
Review assigned abstracts submitted for Annual Meeting	February 19 - March 11
Notify Program Chair(s) of choice of RIG Business Meeting format	mid-February*
Submit RIG Annual Meeting special session proposals to the Program Chair(s)	mid-March*
Submit requests for RIG Enhancement Funds to the Business Office	April 1
RIG award submissions due to RIGs (if using Business Office)	December 1 (or alternative deadline set by RIG Chair)
Notify award winners and the Business Office about RIG awards (if using Business Office)	February 10
Submit RIG Annual Meeting professional development certificate forms to the Business Office	At least 3 weeks before the Annual Meeting
Submit proposals for RIG virtual events to the Business Office	At least 2 months before the scheduled event/activity

Event/Activity	Timeline/Deadline
Submit proposals for RIG virtual professional development certificates to the Business Office	At least 2 months before the first session required for the certificate

**Specific due dates are determined annually by the Business Office and Annual Meeting Program Chair(s).*