

FLEUR working groups (SIGs)

Guidelines

Purpose and Objectives:

A Special Interest Group (SIG) is an informal working group of FLEUR members whose aim is to discuss and explore a specific scholarship or research area. In the context of FLEUR, it will likely centre around didactics, teaching and learning of French, scholarship, language policy, etc.

The purpose of the SIGs is to create a platform for colleagues with similar interests to share ideas and contribute towards the furthering and enhancing of the understanding of the topic in question.

While they are not obliged to do so beyond their annual report to FLEUR's AGM, SIGs are encouraged to share their progress, research and findings with the FLEUR community via workshops, webinars, presentations, discussions, etc, which they can organise any time of the year as they see fit.

Any FLEUR member can suggest a SIG but needs to seek approval from the Executive Committee.

Membership and Roles:

Each SIG will have a convenor whose role and responsibilities will be to:

- submit a paper with the SIG's aims and planned activities to the Executive Committee for approval
- organise regular meetings (whose frequency will be defined at the start of the SIG) with members with a clear order of business.
- keep the SIG active and engaged to the best of their ability.
- value and encourage each SIG member's contributions.
- write a yearly update to report on the progress made by the SIG to the FLEUR AGM. The update will feature on the FLEUR website in the SIG section.
- inform the Executive Committee should the SIG convenor change.
- inform the Executive Committee should the SIG dissolve.
- Inform the Executive Committee if the convenor is leaving.

If and when needed, a SIG may have a co-convenor. The convenor and co-convenor will decide how to share the above roles and responsibilities.

Aside from the convenor and co-convenor, there are no specific roles assigned to SIG members. The very ethos and philosophy behind the SIG principles are to value and encourage each members' contributions. For this reason, the SIG should be viewed and used as a forum where each member can contribute and bring forward new ideas and suggestions.

SIGs are only open to FLEUR members.

Meeting Structure:

The frequency, duration and format of meetings will be set out by the SIG convenor in consultation with the other SIG members.

It is recommended that an order of business is circulated ahead of meetings, and that minutes are taken and stored for FLEUR records.

Day-to-day operations of the SIGs will not be funded. It is very likely most communications and meetings will take place electronically. Opportunities for in-person meetings will however be engineered by the executive committee when feasible, for instance during yearly FLEUR events.

Communication Channels:

Establish communication channels for the working group, such as email lists, online forums, or project management software. Encourage regular and open communication to facilitate collaboration, information sharing, and discussion among members.

For communication with FLEUR members, a mailing list will be set up by the executive committee, but the convenor will be in charge of collating and managing their SIG's mailing list

SIGs can request a space on the FLEUR website to promote and advertise their work; and a space during yearly FLEUR conferences to facilitate dissemination and recruitment of members.

Knowledge Sharing and Resources:

For record keeping and to facilitate information sharing, the association will provide a space for documents produced by the SIG to be stored safely.

External Partnerships:

With the approval of the executive committee, SIGs can enter partnerships and collaborations with external bodies and working groups, for example, a SIG addressing a similar question in another language association, an educational institution or relevant organisation. The partnership however should bear an educational purpose and reflect the non-profit status of the association.

Continuous Professional Development:

There are no funds assigned by FLEUR to SIGs. The association will however aim to support SIGs and facilitate their development whenever possible. This could take the form of allocating space to SIGs during conferences. Should the association be in a position to attract money from external stakeholders, it will reinvest some of the latter to support SIGs, for example, by allocating money for an external speaker, to deliver a workshop, etc.

Code of Conduct:

In line with the association's principles, it is expected that all members show respect, inclusivity and professionalism during meetings and in communications.

Succession Planning:

Should the convenor leave, the executive committee will contact the SIG members so they agree on a new convenor.