



ORGANIZATION FOR HUMAN BRAIN MAPPING SPECIAL INTEREST GROUP LEADERSHIP JOB DESCRIPTION

REPORTS TO: OHBM Council

DESCRIPTION: The SIG Chair is appointed by the members of the SIG. Terms for SIG Chairs are three years where an individual serves as Chair-Elect, Chair, Immediate Past Chair, Secretary-Elect, Immediate Past-Secretary. For the first year of formation, the Chair, Chair-Elect, Secretary and Secretary-Elect will serve two years.

RESPONSIBILITIES:

The **Chair** is responsible for: 1) coordinating and overseeing all SIG activities and projects that coincide with the OHBM Annual Meeting; 2) directing activities of the Secretary and other volunteer leadership; and 3) enhancing communication between the Council and the Chapter.

The **Secretary** is responsible for: 1) collecting, preparing and circulating all documents related to SIG activities including meeting minutes and an annual report to Council; 2) posting and monitoring written materials on the OHBM website or online community portal for their respective SIG; and 3) delivering all documents to the OHBM Executive Office so they can become a part of the association's records.

OVERALL DUTIES:

1. Abides by OHBM guidelines as outlined in the OHBM Bylaws.
2. Organizes and coordinates SIG activities and projects that coincide with their designated area of interest.
3. Responds to requests regarding SIG membership and activities.
4. Assists in developing promotional materials regarding the SIG for the OHBM website.
5. Provides encouragement, support and information regarding SIG through regular communication on Chapter website.
6. Submits articles for OHBM's newsletter.
7. Develops an annual report to be submitted to Council.