

**MASCC Study Group Leader Timeline of Responsibilities**

This list of Study Group Leader responsibilities begins on the day before the start of the Annual Meeting each June.

* On Wednesday, the day before the start of the Annual Meeting: A Study Group Leadership Meeting is held in the afternoon. This should be attended by at least one leader from each Study Group (SG). Three SGs may be asked to present to the Board of Directors on Wednesday morning.
* During the Annual Meeting: Hold a Study Group business meeting. Take attendance and minutes for later posting on your SG page on the MASCC website.
* August: Submit your SG meeting minutes to the SG Coordinator.
* Mid-August: Submit a workshop application for the following year to the SG Coordinator.
* Mid-October: Submit your SG budget to Executive Director.
* Late Summer through early Fall: You will be asked to provide input on parallel session topics for the following year’s Annual Meeting from your SG to the Local Organizing Committee.
* Late Fall: You will be asked to provide names of four or five SG members who can serve as abstract reviewers.
* January: The SG Coordinator will reach out to those SGs that have a retiring Chair or Vice-Chair. You will be asked to circulate the application for SG leadership to all of your SG members. You should review all applications and make your recommendation to MASCC’s Executive Committee.
* Early Spring: The SG Coordinator will ask for applicants for the SG Travel Grant.
* A month or so before the Annual Meeting: Reach out to your SG with a summary of programs and activities at the Annual Meeting that may be relevant to your members.

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