

Seattle Music Teachers Association

Common Interest Group (CIG) Facilitator guidelines

Thinking of starting a CIG? Here's what's involved.

- For best results, facilitators will register their new groups with the CIG coordinator at least a month before the start date.
- Facilitators agree to take responsibility for all logistics of their meetings, and ensure that group members know dates, times, and locations of each meeting.
- Facilitators agree not to add members to their CIG directly, but instead to **refer interested friends or others to the CIG coordinator** to be added to the list. The CIG coordinator will pass names & contact info on to individual CIG facilitators in the order their requests are received. *This is to ensure fairness and openness to all SMTA members*, including those who may learn about a particular CIG on the website but not know the facilitator personally. In addition to the fairness aspect, this policy fosters the establishment of new community connections based on mutual interest, rather than relying on pre-existing social ties. It enriches everyone's professional network and strengthens the social fabric of SMTA.
- During meetings, facilitators work to ensure a respectful and friendly environment for all members. Facilitators make sure everyone's ideas, thoughts and questions are heard, and ensure that no one member comes to dominate the discussion. Facilitators remember (and gently help the group to remember, if needed) that a CIG is not a "class," and that no one member should take the role of teacher. CIG's may bring together members with widely differing educational backgrounds and professional experiences, as well as generational or cultural differences. The facilitator agrees to model mutual respect for all the diverse perspectives and experiences in the group.
- Facilitators agree to keep the CIG coordinator informed of any significant changes to the group (for example, if openings arise or if a group folds before its end-date). The CIG coordinator is responsible for listings of groups on the web; it is up to the facilitator to be sure the CIG coordinator has accurate and up-to-date information. Also, facilitators will keep the CIG coordinator apprised of any problems or difficulties that come up.
- Facilitators agree to fill out, and distribute to the group to fill out, a very brief CIG questionnaire at the conclusion of the group. This will help the SMTA board evaluate this new program.
- *Note:* Only the general neighborhood and the location of the first meeting will be posted on the website. The CIG page is on the teachers-only login area, so your CIG meeting information will not be accessible to the public.