

Suggested Best Practices for ZMDS RIGS

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RIG Overview

Research Interest Groups identify labs/researchers with shared interests in a zebrafish topic. The responsibilities of the RIG include building a sense of community around this topic within ZDMS, expanding to the larger community, advising the BOD and Executive Board on your RIG priorities and expertise, attending the annual meeting and having a RIG meeting, and hosting a virtual lecture series. Further, you will be asked to interface with other ZDMS RIGs for cross-collaboration purposes. RIG communication is predominantly through the Quarterly Splash newsletter that ZDMS sends out. In addition, a meeting of the RIG leaders with the newly formed RIG committee (Chris Hall and Yi Feng), including a member of the Executive board and a representative of SSW will be set before the end of the year in order to organize Webinars and other RIG initiatives for the coming year.

To establish a RIG there needs to be people to assume a leadership role and sufficient participants.

1. Establishing a new RIG

Setting up a new RIG

- Identify a research theme that the RIG will be focused on that has interest in the ZDMS community.
- Participate at the ZDM Annual Meeting by organizing a RIG session and one virtual lecture series that will take place during the year.
- Identify two PI leaders that will setup and initially manage the RIG.
- Identify at least 10 PIs/their labs that are interested in participating in the RIG.
- Email the Executive Officers requesting to generate this new RIG with the identified two leaders and the ten supporting PIs that will participate in the RIG.

Eliminating a RIG

- If there are no active RIG leaders, or there are few participants, the Executive Officers/BOD will choose to deactivate a RIG as is needed.

2. RIG Leaders and Change in Leadership

RIG Leader Qualifications

- There are two, co-leaders per RIG.
- Usually at the Assistant/Associate or Full Professor level (or equivalent).
- They are active member of ZDMS.
- Leads a research program focused on that specific area of the research group.
- Willing to fulfill the RIG leader responsibilities.

RIG Leader Responsibility

- Organize the speakers and event that occurs at the annual meeting.
- Review and score abstracts for the annual meeting.
- Participate in one virtual meeting with all RIG leaders to discuss RIG vision and decide when virtual lecture series is taking place.
- Organize one virtual lecture series.
- Provide content for the quarterly Splash RIG update from ZDMS.

- Maintain a list of current RIG members that is provided by Site Solutions.
- Contact Site Solutions to update the RIG leaders listed on the ZDMS website.
- Organize the nomination process and select the candidates for Executive Board approval for the next RIG leader.
- Solicit feedback for the RIG.

RIG Change in Leadership

- Suggested tenure is a 2 year limit, with one RIG leader turning over at a time in order to keep some continuity in the organization of the RIG.
- Leaders can be self-nominated or nominated by peers/Executive Board for consideration as a RIG leader by communicating their interest to the current RIG leaders within one month of the end of the annual meeting.
 - Information communicated should include your current position and institution, capacity you've been involved with ZDMS in the past, and vision for supporting the RIG as the RIG leader.
- The current RIG leaders will synthesize the list of interested candidates, and will send their nominations to the Executive Board for approval. The approved new leaders will then take over RIG responsibilities on January 1 of the next calendar year.

3. Trainee Participation

- Encourage trainee participation. We've found that one good mechanism is through flash-talks at RIG events.
- Each RIG is allowed to enlist one or two associate junior leaders who are trainees (postdoc or student) to help with trainee engagement and community outreach.

4. RIG Membership Recruitment

- Have members identify interest in RIGs when renewing their annual membership.
- With the Splash quarterly newsletter, send out an annual survey to identify ZDMS members who are interested in the different RIGs.

5. RIG Crosstalk and Collaboration

- Have a one hour annual virtual meeting to discuss vision for that year, plans for the annual meeting and RIG events, and potential ideas for collaborative events if there are shared interests. This would also be where the detailed schedule for the virtual lecture series is decided. This would be a first step to make RIGs more collaborative and to promote crosstalk.