ISEA
Document Number: C 1.1 Web/Communications Committee
Revision Status: Initial

1.0   Scope

This policy outlines the Society's Web/Communications Committee.

2.0   Responsibilities

2.1   The Board of Directors has oversight responsibility for this policy.
2.2   The Committee has the responsibility to implement the policy.
2.3   The primary vehicles for Society communications are the web page and social media.
2.4   The Committee's primary responsibility is to ensure that the Society has the effective and efficient infrastructure to meet the primary communication needs of the Society, especially
   2.4.1   Basic membership interactions, including special member areas
   2.4.2   Financial transactions, especially for conferences.

3.0   Specifications

3.1   The Committee Chair determines the number of members and has primary responsibility to recruit them.
3.2   The Committee may operate through subcommittees at its own discretion.
3.3   Committee responsibilities include:
   3.3.1   Research and recommended appropriate hosting for the web page and social media to the Board of Directors. Such hosting must meet the Society's needs to handle financial transactions.
   3.3.2   Work with the hosting to provide essential communication and financial services to the Society.
   3.3.3   Work with the Board of Directors and the Body of Knowledge (BoK) Committee to ensure the posting of high-quality content on the web page and social media.
   3.3.4   Ensure that all materials meet the Society's branding requirements.

Revision History

Date   **Reason**

11/17/2018   New policy.