

BRITISH SOCIETY OF UROGYNAECOLOGY (BSUG)

INFORMATION TECHNOLOGY (IT) COMMITTEE

TERMS OF REFERENCE

PURPOSE

The aim of the IT committee is to maintain the BSUG website up to date, and ensure the presence of the Society in social media.

ROLES AND RESPONSIBILITIES

1. Ensuring that the BSUG's website is up to date and contains relevant and appropriate information for members and the general public.
2. Creating and maintaining appropriate channels of communication for members through the Society website, such as online discussion forums.
3. Stimulating online discussions in areas relevant to BSUG activities.
4. Promoting and disseminating the activities of the Society through the website and social media.

MEMBERSHIP

Membership in the IT committee is open to all active members of the Society. Committee members will be nominated and elected through the Society's election process and will serve a 3 year term, with the possibility of an extension for a further 3 year term maximum. There may be opportunities for ad hoc committee members to participate in particular projects.

Committee members must agree to the following conditions of membership:

1. Commit to serving a term of 3 years, with a maximum extension of 1 term (3 years) on mutual agreement.
2. Maintain their BSUG membership active.
3. Attend at least 2 of the BSUG annual meetings during the 3 year term.
4. Respond to requests in a timely fashion, including attendance at regular teleconferences throughout the year.
5. Maintain their contact details updated.

If a member fails to meet the above requirements, he/she may be asked to step down from the committee.

TERMS OF OFFICE

The Chair will serve a 3-year term, renewable once only.

1. New committee members will be chosen by a majority vote of active members and will serve a 3-year term. The term is renewable once only, unless no other nominations are available and by mutual agreement.
2. An invitation for nominations for the elected positions (if any available) will be delivered prior to the BSUG annual meeting when the election will take place.
3. Election of a Chairperson will follow established BSUG procedures.
4. The number of officers elected each term will be determined by the number of open positions required.

REPORTING PROCESS

Committee members will report to the Chair.

The Chair of the committee will report to BSUG Executive committee.

The responsibilities of the committee members, including the Chair, include communication and liaison with the Executive committee and other BSUG subcommittees as appropriate for the performance of their duties.

MEETINGS

IT Committee meetings will be held two or three times a year by teleconference or electronically via Skype or other teleconferencing platforms, as well as face-to-face during the BSUG Annual Meeting. Members who do not participate in at least one meeting/teleconference during the year will not be able to stand for a renewable term.

Approved March 2015