2.405 COMMUNICATIONS COMMITTEE

2.405.001 SCOPE AND PURPOSE
The Communications Committee identifies the communication and collaboration and training needs for membership groups, recommends and maintains policies, and ensures that the implementation of information technologies meets the objectives and needs of the Society.

2.405.002 MEMBERSHIP
2.405.002.1 Composition (13-01-30-09)
The members of this committee are as follows
A. Eight (8) voting members including the chair and vice chair, with provision for 2 consultants, as needed.
B. Non-voting members include a Board ex officio member and coordinating officer.

2.405.002.2 Qualifications
A. Membership should include at least one past voting member from each council.
B. A substantial number of the members shall have recent experience with electronic communications technologies.

2.405.002.3 Term of Service
The term of service for voting members is intended to be three (3) years.

2.405.003 OPERATION
2.405.003.1 General Requirements
A. Recommend and maintain policies and guidance and training for managing ASHRAE's communication infrastructure within membership groups. (05-02-10-25/13-01-30-08)
B. Ensure that communications policies and guidance balance the multiple goals of being in alignment with ASHRAE's Strategic Plan, providing services to members, and assisting volunteers in their service to the Society.
C. Review current membership group activities for conformance with existing policy.
D.
E.
F.

D. Recommend and maintain policies and guidance governing data access, security, and privacy protection for electronic communications.
E. Provide assistance to staff to ensure coordination of electronic databases to ensure that data managed within the Society can be made available as necessary.
F. The committee shall define and maintain a process for evaluating and prioritizing requests for new communications services that can be used by membership groups. The execution of an approved request is a staff function.
This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council prior to the Annual Meeting. The report includes the current status of each activity which supports the fulfillment of the committee’s assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee’s constituents prior to the Annual Meeting.