



Society for Conservation GIS Communications Committee Charter

1. Purpose

The Communication Committee shall operate in accordance with this charter. The purpose of the Communications Committee is to promote awareness of and engagement in Society for Conservation GIS (SCGIS) activities, events, and initiatives by current and prospective members of SCGIS.

The Communications Committee is delegated the authority and responsibility to facilitate communications with current and prospective SCGIS members, with other SCGIS committees, with the SCGIS Board members and Advisory Council, and shall be granted the power to:

1. Support the SCGIS Website committee in maintaining the SCGIS website by:
 1. Requesting website content from other SCGIS committees, the SCGIS board, and individual members of SCGIS,
 2. Coordinating with website committee to post content received from other SCGIS committees, the SCGIS board, and individual members of SCGIS, and
 3. Regularly reviewing the website for up-to-date content, functionality, and access.
2. Schedule and host SCGIS webinars.
3. Answer questions and communicate with individual members.
4. Handle or route requests from members directed to SCGIS.
5. Handle formal requests to and from other societies.
6. Ensure consistency between communication materials, social media and website.

The Board of Directors may add or remove powers from time to time. The Committee shall be restricted to only those activities that are consistent with the Society's By-Laws and tax exempt status.

2. Organization

The Committee shall consist of at least one member and shall work in cooperation with the appropriate Board member liaison. The Chair shall be nominated by members of the committee or board and chosen by a vote of the Committee. The term of the Chair's appointment shall be for two years. The committee chair may appoint members to the committee.

3. Activities

1. Prepare professional communications within SCGIS which may include partnering with other organizations.
2. Manage Communications email account, webinars, social media accounts, and website messaging pertaining to SCGIS. This includes close coordination with the website committee to ensure information posted is up-to-date, fully functioning, and accessible. Content will be requested by the Communications Committee and proofread but will ultimately be created by SCGIS members, committees, or SCGIS Board.
3. Work with other committees and Board members to encourage the dispersal of information about SCGIS programs, activities, and events to current and prospective SCGIS members with the goal



of increasing public awareness and understanding of SCGIS, activities, and the conservation geospatial profession.

4. Develop a communications plan that contains the following elements in an effort to increase SCGIS membership and exposure: target audiences, messages, communications goals, tactics/strategies, and measures of success.
5. May periodically provide content for the SCGIS homepage and other social materials to update current and prospective members on SCGIS success stories.

4. Meetings & Reports

The members of the Committee shall meet as needed to review activities not less than once per year. Any or all members of the Committee may participate in a meeting by, or conduct the meeting through, any means of communication by which all members participating may simultaneously hear or read each other's contributions during the meeting; possible communication options include, but are not limited to, telephone or other audible means of communication or electronic messaging. A member participating in a meeting by these means is deemed to be present in person at the meeting.

Reports of committee activities shall be submitted upon request from the Board.

5. Duration

Standing Committee

6. Amendments

This charter may be amended by majority vote of the committee and SCGIS Board.