



Continenence Nurses Society Australia Inc (CoNSA)

Including:

Continenence Nurses Society Australia, New South Wales Branch Inc

Continenence Nurses Society Australia, Queensland Branch Inc

Continenence Nurses Society Australia, Victorian and Tasmania Branch

Continenence Nurses Society Australia, South Australian, Northern Territory and Western Australian Branch

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Communication Sub-committee Terms of Reference

The function of the Communication Sub-committee is to provide advice to the Continenence Nurses Society Australia (CoNSA) Management Committee on communication issues and oversee the coordination of the CoNSA website.

Membership:

- Members will be appointed by the CoNSA Management Committee
- Expressions of interest will be sought from the membership of the CoNSA as required
- CoNSA members will be approached by the CoNSA Management Committee if they are thought to have skills that would benefit the Communication Sub-committee
- Membership will be reviewed on an annual basis by the CoNSA Management Committee

Frequency of Meetings:

Four meetings per year via teleconference or email, and then as necessary

Process and Outcomes of Meetings

- A report will be tabled and presented at the CoNSA Annual General Meetings
- A report will be provided at the CoNSA Management Committee general meetings
- A copy of minuted meetings shall be uploaded in the CoNSA Dropbox

The Functions of Communication Sub-committee are to:

- Oversee the coordination of the CoNSA website
- Ensure the maintenance of the registration of CoNSA website domain name via a third party
- Understand the ownership of the CoNSA website, the CoNSA website address, and the CoNSA intellectual property and systems remain under direct control of the CoNSA members
- Maintain the confidentiality and privacy of members, as per the CoNSA Privacy Policy, by auditing the information posted to the CoNSA website. Where there is a concern, the Communication Sub-committee Website

Coordinator will refer to the CoNSA President and, if necessary, the CoNSA Management Committee for guidance

- Manage and update the CoNSA website as instructed by the CoNSA President or Management Committee
- Delegate or outsource, when appropriate and agreed by the CoNSA President or Management Committee, work to be completed including website development, changes or uploading
- Update details of the CoNSA Management Committee as provided by the CoNSA Secretary, President or Management Committee on the CoNSA website
- Post electronic copies of appropriate documents on the CoNSA website from the 'Website Coordinator' folder in the CoNSA Drop Box as determined by the CoNSA President or Management Committee
- Post and archive articles, information, web links, etc as approved by the CoNSA President or Management Committee on the CoNSA website

Approved: 5 April 2016