

# PPX

## Technology Committee

Terms of Reference - Sept, 2017

### **Mandate**

The mandate of this committee is two-fold:

1. To improve and expand the use of technology for supporting the PPX membership and **enhancing the means by which PPX members exchange information** related to planning & performance.
2. **To increase the profile and membership of PPX** by using technology to increase the membership and improve the development and promotion of PPX content.

### **Governance and Membership**

- The Chair reports to the PPX Board at every Board meeting (standing agenda item)
- Chair (or co-chairs) (Board Member)
- 2 to 5 members (Board members or members-at-large)
- Willow Group representative (TBD)
- Links with Learning Events committee for use of technology to promote and/or deliver events
- Links with Symposium committee for alternate promotion mechanisms for Symposium
- Links with Outreach and Marketing committee for use of technology to promote PPX or PPX partners

### **Scope of Work / Responsibilities**

- Review and recommendations around technologies to support PPX initiatives including;
  - o PPX Website
  - o Social Media (Facebook, Twitter)
  - o Webinars
  - o Web Meetings (Board, Committees, Partners)
  - o Online Survey Tools (FluidSurvey, SurveyMonkey)
- Guidance and on-going support for the PPX website (i.e. maintenance, new tools)
- Support for the conduct of membership surveys as required
- Work within the budget (costs and revenues) as directed by the Board
- A review every 2 years regarding the operation of the committee

### **Critical Success Factors**

- Development of PPX content suitable for technology vehicles
- Adoption/participation rate for new technologies amongst PPX members
- Cost effectiveness of any technologies employed (i.e. is the use of the technology supported by increased membership/attendance at PPX events)

### **Indicators of Success**

- Website membership
- Number of website hits & downloads
- Number of Twitter followers
- Number of Retweets
- Attendance at PPX Webinars
- Membership survey response rate
- Increased attendance at LE and Symposium from prior year(s)

### **Meetings**

- Bi-monthly starting in September

### **Record of Decisions**

- Kept by Willow Group (TBD)
- Key decisions / requests will be presented to the Executive Committee and/or brought up at the subsequent Board meeting under the standing agenda item