



# Implementation of Regulatory Information Submissions Standards

## Operating Policy

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## Purpose

IRISS Forum (hereafter “IRISS”) is a global, open, multidisciplinary, non-profit organization dedicated to robust implementation of regulatory information and submission standards around the world. IRISS represents a neutral forum for industry, vendors, government agencies, consultants, etc. to share information and work towards improving interoperability of tools and systems for the mutual benefit of industry, agencies and ultimately, public health.

IRISS, which maintains a corporate registered office in the State of Michigan, received 501(c)(6) designation from the Internal Revenue Service (IRS) on March 7, 2012. The 501(c)(6) designation recognizes IRISS as an industry trade organization, which provides a mechanism for IRISS to collaborate with other trade organizations as well as global Health Authorities. The rules of the corporation are defined in its Bylaws.

## Mission Statement

The mission of IRISS is to enable successful implementation and practical usage of a paperless regulatory submissions environment which supports current regulatory processes and enables efficient and effective assembly, review, and maintenance of required regulatory information in support of product development and marketing around the globe.

## Organizational Framework

### Memberships and Sponsorships

Participation in IRISS is open to all interested parties in industry, government agencies, and vendor communities worldwide. IRISS offers a variety of membership and sponsorship options.

### Individual Memberships, Costs and Benefits

The basic membership to the IRISS Forum is in the form of an individual membership. An annual participation fee, set by the Board of Directors (BOD), is requested of each member (including Officers and the Board of Directors) in order to participate in topic group discussions, access topic group content, and participate in webinars. Participants must remain in good standing and, with the exception of Observing Members (see below), promptly pay annual membership fees. Fees are collected through a registration process. Access to the online registration process is available via the [IRISS-Forum website](#). IRISS remains a volunteer community, and all revenues benefit operational costs and technologies which support community growth and provide benefit directly to our membership through the efforts of our volunteers.

- **Individual Membership:** Individuals, representatives of corporations, government agencies or notified bodies who have requisite knowledge and who have agreed to take a participatory role in the activities of IRISS. The annual subscription amount for an individual member is published on the IRISS web site. It is established by the IRISS BOD and reviewed annually.

- **Founding Sponsor Discount:** The founding sponsor corporations are AstraZeneca, Bristol-Myers Squibb, Extedo, Liquent, Pfizer and Sanofi-Aventis. Individuals who register with an email address having the original domain of a Founding Sponsor company (eg, @astrazeneca.com, @bms.com) will receive a discount of 20% as registered individual members of IRISS.
- **Government Agency Membership:** The fee is waived entirely for employees of government agencies. Eligibility will be determined by the registrant's email address domain.

### **Corporate Membership and Sponsorship Options (As of June 2018)**

Beyond individual membership, there are two options for grouped enrollment: Corporate Membership offering volume discounts and Corporate Sponsorship offering a promotional aspect.

#### **Corporate Memberships – Costs and Benefits**

The following are the **3 levels for corporate membership** and include the following options. Costs and benefits identified are per calendar year:

##### **Platinum Membership Package (\$4,000)**

- Unlimited individual registrations at zero cost for a period of one year

##### **Gold Membership Package (\$2,000)**

- 25 individual registrations at zero cost for a period of one year
- Additional registrations at the current individual member rate as it applies to employees of that corporation

##### **Silver Membership Package (\$1,000)**

- 12 individual registrations at zero cost for a period of one year
- Additional registrations at the current individual member rate as it applies to employees of that corporation

**Please note:** Corporate memberships must be chosen explicitly. Membership packages are not automatically granted based on the number of members who individually join IRISS from a specific corporation.

#### **Corporate Sponsorships – Costs and Benefits**

The following are the **3 levels for corporate sponsorship** and include the following options. Costs and benefits identified are per calendar year:

##### **Diamond Sponsorship Package (\$5,000)**

- Company logo on the IRISS Forum website for a period of one year
- 10 individual registrations at zero cost for a period of one year
- Additional registrations at the current rate as it applies to employees of that corporation
- Ability to use IRISS logo on company website and in marketing materials (draft materials must be approved by IRISS Steering Committee in advance) for a period of one year

- Sponsorship of up to 3 IRISS webinars per year - 1 slide and 3 minutes for company to introduce itself.\* (See note below on Sponsored Webinars.)
- Up to three mailings to the IRISS membership list per calendar year.\*\* (See note below on Sponsored Mailings.)

### **Emerald Sponsorship Package (\$2,500)**

- Company logo on the IRISS Forum website for a period of one year
- 6 individual registrations at zero cost for a period of one year
- Additional registrations at the current rate as it applies to employees of that corporation
- Ability to use IRISS logo on company website and in marketing materials (draft materials must be approved by IRISS Steering Committee in advance) for a period of one year
- Sponsorship of up to 1 IRISS webinar per year - 1 slide and 3 minutes for company to introduce itself.\* (See note below on Sponsored Webinars).
- One mailing to the IRISS membership list per calendar year.\*\* (See note below on Sponsored Mailings.)

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**\*Sponsored Webinars:** To preserve the impartiality of presenters in IRISS Webinars, Sponsored Webinars are separate from the standard IRISS webinars. The sponsor of a Sponsored Webinar may select their own speaker and topic, subject to review by the IRISS Steering Committee. As with all IRISS Webinars, IRISS members (and only IRISS members) will be invited to attend. Conditions that apply to corporate sponsorships will be agreed upon in writing by the sponsor.

**\*\*Sponsored Mailings** are approved by the EC and/or SC and distributed by IRISS managed servers.

### **Ruby Sponsorship Package (\$1,000)**

- Company logo on the IRISS Forum website for a period of one year
- 3 individual registrations at zero cost for a period of one year
- Additional registrations at the current rate as it applies to employees of that corporation

**Disclaimer to Appear in Sponsor Webinars:** The statements, views, and opinions expressed by corporate sponsors in spoken or written materials are their own, and do not reflect the views or opinions of IRISS. IRISS does not sponsor nor endorse such statements, views, or opinions. Use of the IRISS logo must include the statement ‘IRISS and the IRISS Logo are trademarks of IRISS. Their use indicates the organization is a member of IRISS, but does not imply endorsement or certification of products and services.’

### **Code of Conduct**

All Board members, Officers, and members of the organization will act with honesty, integrity and openness in all their dealings as representatives of the organization. IRISS promotes a working environment that values respect, fairness, and integrity. Each Director, Officer, and member of the organization is expected to adhere to the Code of Conduct (Code). Failure to comply may result in being denied continual participation/membership in IRISS.

### **Legal Compliance**

The organization maintains compliance with federal and state laws through the use of appropriate contracted legal services with expertise in nonprofit and business law.

## **Organizational Goals**

Organizational goals are established annually by the Board of Directors. The Executive Committee (see [Governance Structure](#)) is tasked with undertaking the goals and executing delivery through the organizational ways and means in accordance with all applicable bylaws and established procedures.

## **Operating Policy**

The Operating Policy has been developed to assist the IRISS governance organization in providing guidance and ensuring consistency in execution of IRISS policies and procedures. All policy and procedures governed by IRISS will be contained within this document. The Operating Policy will be updated as necessary to reflect changes in management policies and approaches. Questions relating to the application of policies in this document should be addressed to [leadership@iriss-forum.org](mailto:leadership@iriss-forum.org).

## **Scope**

The IRISS Operating Policy applies to all members of IRISS.

## **Change Control**

This policy is subject to annual review and revision by the Executive Committee and Steering Committee. Once these Committees have completed their review and revision, the Operating Policy is routed to the Board of Directors for final endorsement. The Operating Policy is then posted to the IRISS hosted document sharing service site in its editable form and a PDF copy is posted in the public area of the IRISS web site.

## **Communication**

### **Public Inquiries to IRISS**

Public inquiries are sent to [info@iriss-forum.org](mailto:info@iriss-forum.org). This is an email account monitored by two or more individuals, which must be appointed by the CEO of the corporation and are authorized to act on behalf of the organization.

### **Public Information**

News and information posted in the non-member area of the website must be authorized by an Officer of IRISS, apart from the diary of events, which does not require authorization.

### **Presentations & external communication on behalf of IRISS**

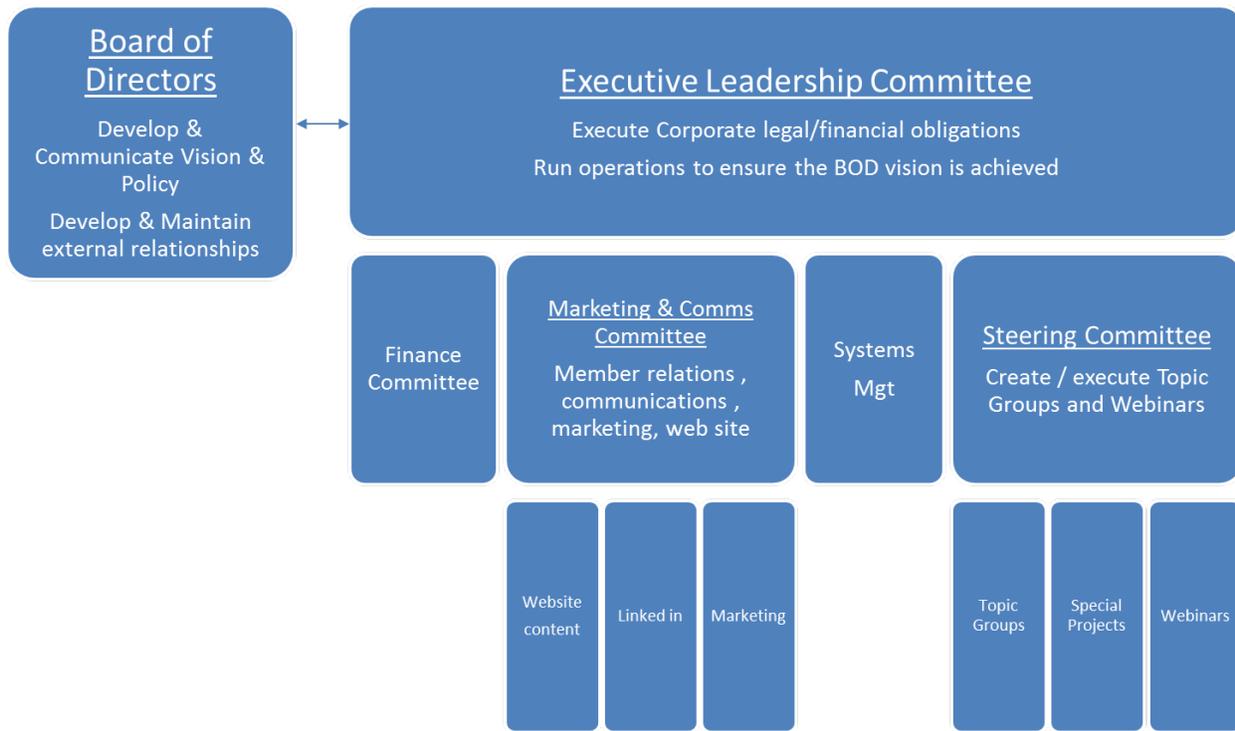
Presentations in public fora made on behalf of IRISS are subject to prior review by the Steering Committee.

### **Telecommunications Tools**

Telecommunication tool accounts registered to IRISS are to be used by IRISS members only and for the sole purpose of IRISS activities.

## Governance Structure

The diagram below describes at high level the IRISS Governance Structure



IRISS operates through a Directorship structure, governed by a Board of Directors and an Executive Committee. The Executive Committee is comprised of the Officers of IRISS -- President & CEO, Vice President and Treasurer.

The Board of Directors exercises all powers of IRISS including:

- Appointment of Board Chair, Board members, and President
  - In accordance with Article IV (Officers) Section 8 of the IRISS By Laws, the Vice President is designated by the President (or in the absence of such designation, the Vice President is designated by the Board) <sup>1</sup>
- Setting policies and strategies for IRISS
- Setting operational guidelines, work plans and budget
- Making funding decisions
- Establishing a framework for monitoring and periodic independent evaluation of performance and financial activities
- Establishing conflict of interest policies
- Considering, approving and monitoring cooperative arrangements or agreements with other organizations and institutions
- Establishing Board Committees
- Ensure that the organization promotes working relationships across the organization that are based on mutual respect, fairness, and openness
- Promote an environment of inclusiveness and diversity in order to enrich its effectiveness
- Ensure that the resources of the organization are responsibly and prudently managed

<sup>1</sup> For more detail related to Officers refer to the IRISS By-Laws Article IV

- Ensure that the organization has the capacity to carry out its objectives effectively
- All other authority required to carry out the purposes of the organization

The Executive Committee is responsible for managing the day to day operations and carrying out the direction set by the Board. Duties include:

- Managing the corporation with respect to legal, financial and tax obligations.
- Communications and marketing
- Commissioning and supervising contracted work
- Preparing operational strategies for Board meetings
- Communicating board decisions to stakeholders

All other powers must be delegated by the Board, either by a specific Board decision or amending the bylaws.

Role descriptions for the Governance leadership positions are defined in the following sections.

## **Board of Directors**

### **Membership, Selection Process, and Terms**

There are 6 Board seats with voting privileges. The President & CEO, who is an invited guest of the Board, has a non-voting seat.

Individuals selected as Board members act in their capacity as individuals contributing personal views and do not represent the organizations, governments or constituencies from which they are employed or compensated. Board members are not staff of IRISS and no honorarium is offered for service.

Members of the Board of Directors and Chairman of the Board serve an initial term of **three** years, which may be renewed up to a maximum of three consecutive full terms, pending approval of the Board. The maximum of three consecutive full terms may be exceeded if a Board member is completing the term of the former Board member before starting their first full term. Rotation of members is done in a way where approximately one-third of membership is changed each year.

Nominations for a vacant seat may come from within or outside the IRISS membership. Nominations for the Chairman of the Board will come from within the existing Board. Members of the Board and Executive Committee can self-nominate for any open position. Since IRISS operates as a virtual organization, nominations may be received via email or telephone. The candidate must provide a biography to be considered for nomination.

The Chairman of the Board calls for nominations for Board of Director positions and provides a specific period of time during which nominations will be accepted. The nominations are then presented to the Board for discussion, prior to putting the nomination forward for a vote.

The President & CEO or designated Director (who is not being nominated for Chair) calls for nominations for the Chair position from the existing Board and provide a specific period of time during which nominations will be accepted. The President & CEO or designated Director will present the nominations to the Board for vote.

## **Chairman of the Board**

In addition to the role described for the Board of Directors, the Chairman:

- Is a member of the Board
- Is a partner with the President & CEO in achieving the organization's mission
- Provides leadership to the Board of Directors, who sets policy and to whom the President & CEO is accountable.
- Chairs meetings of the Board; develops agendas
- Ensures minutes are approved/filed by the Vice President
- Encourages Board's role in strategic planning
- Appoints the chairpersons of committees, in consultation with other Board members.
- Guides and mediates Board actions with respect to organizational priorities and governance concerns.
- Reviews with the President & CEO any issues of concern identified by the Board or confronting the organization.
- Monitors financial planning and financial reports in conjunction with other Board members.
- Evaluates the performance of the President & CEO and the effectiveness of the Board members.
- Evaluates annually in conjunction with other Board members the performance of the organization in achieving its mission.
- Performs other responsibilities assigned by the Board.

## **Board of Directors**

- Advise, govern, oversee policy and direction, and assist with the leadership and general promotion of IRISS so as to support the organization's mission and needs.
- Organizational leadership and advisement
- Organization of the Board of Directors, Officers and Committees<sup>2</sup>
- Formulation and oversight of policies and procedures
- Establishment of annual goals and direction of non-profit community
- Financial oversight, including approval of the annual budget
- Record of Board of Director Minutes
- Oversight of program planning and evaluation
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach
- Develop and maintain external relationships
- May act as topic group leader

## **Meetings and Standard Order of Business**

Board meetings are held according to an annual schedule, typically every two months and can be via teleconference. Emergency, ad-hoc or closed meetings (no invited guests) can also be convened by the Chair. The Board also conducts business in between sessions via electronic voting and consultations as needed.

The agenda for the Board meeting is set by the Chair. The agenda is based on the work or follow up delegated to committees, the Executive Committee or any of the topic groups or requested by a Board member.

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<sup>2</sup> For more detail related to Officers refer to the IRISS By-Laws Article IV

The Board endeavors to reach decisions by consensus. When this is not possible, a vote may be called by any member of the Board with voting privileges. For a decision to pass, a majority of the BoD electorate must agree. This can be done electronically..

The Board's decisions form the basis of new operational policies, further proposals or action on corporate or governance policy, and strategic issues under discussion. The Board may also delegate further work on specific issues to one of its committees.

Directors are expected to prepare for, attend, and contribute meaningfully in all Board meetings. If unable to attend, Directors need to inform the Chair well in advance of the meeting so that the agenda can be set accordingly. Directors are expected to maintain the confidentiality of the deliberations of the Board and its committees where appropriate.

Making, Seconding and Stating a Motion. To begin the process of making any decision, a Director offers a proposal by making a motion. A motion is a formal proposal by a Director that the group take certain action. Motions should be submitted to the Chair in writing by the deadline provided for submitting agenda items for the Board meeting. Each motion will be written down in the minutes. At the appropriate time on the agenda, the Director can make a motion. When one Director has made a motion, it must be seconded in order to be considered by the Board. This shows that at least two members want the proposal to be considered. It does not necessarily mean the seconder agrees with the motion. If there is no second, the motion is not put before the group for discussion or decision. The Chair reads the motion, and opens the motion for debate for an allotted amount of time. During the debate, members must stay on topic, bearing on whether the pending motion should be adopted. At the end of the allotted amount of time, the Chair moves that the debate be closed and the question on the motion be put to a vote. The Chair rereads the motion (or amended motion) and asks, "Those in favor of the motion, say aye." Those in favor will respond "aye". "Those opposed, say no." Those opposed will respond "no."

### **Policy and Procedure for Capturing and Approving Board Minutes**

Minutes of the Board meetings will be recorded as official company records. The Vice President of IRISS shall serve as secretary of the organization and provide signature to official minutes of the meetings of the Board of Directors.

Minutes shall be taken by a member of the Board of Directors and will capture the following:

- Attendees and regrets
- Date and time of meeting
- Motions, decisions and actions

Draft minutes utilizing the IRISS template shall be distributed within 2 business days of the meeting. Comments and revisions will be collected from the attendees, and any necessary updates made within 7 working days of the meeting. Attendees will agree the minutes are deemed "final" by e-mail. Following this agreement by the attendees, the Vice President will post the final approved minutes to the hosted document sharing service as official company record. Posting of the minutes should occur within 10 working days of the BoD Meeting.

## **Executive Committee**

### **Membership, Selection Process, and Terms**

The Executive Committee is comprised of the Officers of IRISS -- President & CEO, Vice President and Treasurer. Individuals filling these Officer positions act in their capacity as individuals contributing personal views and do not represent the organizations, governments or constituencies from which they are employed or compensated. Officers are not staff of IRISS, and no honorarium is offered for service.

The Officer positions are perpetual, until resignation or termination in accordance with the IRISS Bylaws. Officers pay membership fees.

Nominations for a vacant Officer position may come from within or outside the IRISS membership. Members of the Board and Executive Committee can self-nominate for any open position. Since IRISS operates as a virtual organization, nominations may be received via email or telephone. The candidate must provide a biography to be considered for nomination.

The President & CEO calls for nominations for a vacant Officer position and provides a specific period of time during which nominations will be accepted. The President is delegated powers by the Board of Directors to select the most appropriate candidates to fill the officer position.

### **President & CEO**

- Execute Corporate legal/financial obligations
- Run operations to ensure the BOD vision is achieved
- Selects Vice President and Treasurer
- Provide overarching leadership and strategic direction toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives.
- Together with the Executive Committee, offers operational and strategic proposals to the Board of Directors for endorsement and approval.
- Develop and prioritize operational tasks in support of the mission and business of a 501c6 organization
- Support the operation and administration of the Board by advising and informing Board members, interfacing between Board, Steering Committee and Executive Committee
- Oversees design, marketing, promotion, delivery and quality of programs, products and services
- Human Resource Management -- Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations
- Community and Public Relations -- Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to members and the industry
- Fundraising -- Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation
- In the absence of the Chairman of the Board, chair Board of Director meetings
- May act as topic group leader

## **Vice President**

- Overall administrative responsibility for developing, coordinating, and stimulating productive operations at IRISS.
- Supports development and enhancement of operations in compliance with all applicable laws and regulations, including funding efforts.
- Reports to President and is a member of the Executive Committee
- May act on behalf of President, in absence of President, at any governance meeting
- May participate as an invited guest at Board of Director meetings
- May act as topic group leader
- Together with the Executive Committee, offers operational and strategic proposals to the Board of Directors for endorsement and approval.
- Invents and prioritizes operational tasks in support of the mission and business of a 501c6 organization
- Supports operations and administration of the Executive Committee, including communications plans and record keeping as necessary
- Oversees design, marketing, promotion, delivery and quality of programs, products and services
- Community and Public Relations -- Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to members and the industry
- Fundraising -- Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation

## **Treasurer**

- Oversees the management and reporting of organizational finances
- Member of the Executive Committee
- May chair special topic groups or functional teams
- May act as topic group leader
- Together with the Executive Committee, establishes operational and strategic plans for proposal to the Board of Directors for endorsement and approval.
- Release funds authorized by Board of Directors
- Attends regularly scheduled Executive Committee meetings
- May participate as an invited guest at Board of Director meetings
- Establishes operational tasks in support of the mission and business of a 501c6 organization
- Reports quarterly financials to Board of Directors
- Financial transaction oversight – Knowledgeable of who has access to the organization's funds, and any outstanding bills or debts owed, as well as develops systems for keeping cash flow manageable. Signs checks, authorizes purchases/debits to the organization under direction of Board of Directors approval of spend.
- Budgets – Develops the annual budget as well as compares the actual revenues and expenses incurred against the budget
- Financial Policies – Oversees the development and observation of the organization's financial policies
- Reports – Keeping the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the board

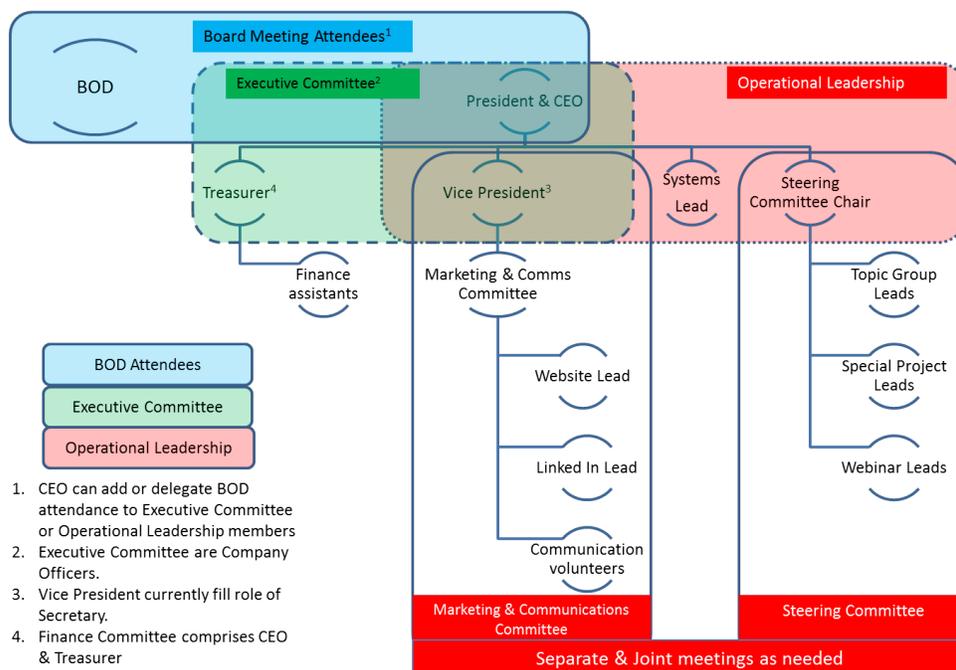
## Meetings and Standard Order of Business

The Officers are expected to prepare for, attend, and contribute meaningfully in all Executive Committee meetings. Regular meetings shall be held at such times and places as determined by the Executive Committee. Officers will participate in these meetings unless prior notice has been given to the President & CEO.

Meeting highlights will be recorded. They are not public and only viewable by the Board, Executive Committee, Steering Committee, and Marketing & Communication Committee in the hosted document sharing service.

## Operational Roles, Committees & Interactions

### IRISS Roles, Committees & Interactions



The Operational Leadership of IRISS is comprised of the President & CEO, Vice President, the Systems Lead, Steering Committee Chair, and any other key position selected by the President & CEO.

Individuals filling these operational positions of Systems Lead or Steering Committee chair act in their capacity as individuals contributing personal views and do not represent the organizations, governments or constituencies from which they are employed or compensated. The Systems Lead may be filled indefinitely by any willing member of IRISS

### IRISS Systems Lead

- Serve as co-administrator for the IRISS website together with the Website Lead
- Serve as co-administrator for the payment processing system together with the IRISS Treasurer

- Manage the website hosting service
- Liaise with the individuals providing website development and maintenance (“vendor”)
- Provide first response to technical problems reported by IRISS members or personnel; escalate to vendor as needed; manage resolution
- Work with Website Lead to: collect web site enhancement requests from IRISS members or personnel; triage enhancements; write specifications to provide to vendor; obtain cost estimates; engage with IRISS management to gain approval; conduct testing and manage deployment
- Manage and serve as administrator for the hosted document sharing service for IRISS personnel

## **Committees**

Committees review issues and recommend decisions for the EC and/or Board’s consideration. Any active member of IRISS can volunteer their time to a Committee. Committee Leads report into a member of the Governance organization and are accountable to the Board and/or EC.

Committee members are expected to prepare for, attend, and contribute meaningfully in all Committee meetings. Regular meetings of the Committee shall be held at such times and places as determined by the Lead. Members will participate in meetings unless prior notice has been given to the Lead.

The Standing IRISS Committees are listed below. A full list of IRISS Committees and vacant roles is posted on the IRISS website.

### **Finance Committee**

The Finance Committee is led by the Treasurer of IRISS (or designee, as defined by the Board). The purpose and role of the Finance Committee is to provide financial oversight and to maintain the fiscal stability and long-term economic health of IRISS. The Committee ensures that the financial planning is supportive of and fully integrated with the long-range plans and mission of IRISS. The Committee provides oversight of fiscal management and guidance to those responsible for the day-to-day operations, including budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies.

### **Steering Committee (SC)**

The Steering Committee is limited to Topic Group Leads, Special Project Leads, Steering Committee Lead and the Webinar Lead. Guests may, from time to time, be invited to attend a Steering Committee meeting.

The purpose of the IRISS Steering Committee is to develop and promote IRISS programs, attract and retain members, propose solutions that improve the efficiency and effectiveness of IRISS, and coordinate efforts across topic groups.

Steering Committee Chair (appointed for a 2-year term):

- Chairs monthly meetings of SC

- Overall administrative responsibility for developing, coordinating, and stimulating productive operations at IRISS for oversight and management of Topic Group leaders
- Supports development and enhancement of operational procedures to align cross functional teams and interactions with Health Authorities in support of the mission and vision of IRISS.
- Reports to President & CEO
- May participate from time to time at Board of Directors meetings
- Together with the Executive Committee, offers operational and strategic proposals to the Board of Directors for endorsement and approval.
- Provides thought leadership to pressing needs of the user community, and serves to drive topic group activities directed towards same.

#### IRISS Webinar Lead Role

- Speaker Recruitment and Management
- Poll IRISS members and personnel for suggestions for webinar topics/presenters
- Monitor industry conferences for potential speakers
- Review past speakers for possible updated future webinar presentations
- Invite identified speakers
- Endeavor to maintain a 3-month queue of scheduled speakers
- Engage with speakers to gather a suitable biography and speaker photo
- Promote upcoming webinar by bulk emails and social media
- Coordinates periodic webinars and manages the session.

#### Topic Groups

IRISS invites open and diverse participation that affords many different perspectives to be shared in a collaborative, noncompetitive environment. Topic Groups are organized and operate based on needs proposed by the IRISS community.

All Topic Group discussions are held via teleconference or web conference. Participation details vary per Topic Group. Membership is required to participate in Topic Group discussions and activities.

Topic groups are not perpetual, and must undergo an annual review of goals and accomplishments by the Executive Committee to remain active.

#### Procedure for Creating and Closing a Topic Group

Any member of IRISS may put forth an idea for the creation of an IRISS Topic Group. A brief summary or draft Concept Paper should be written as to why the Topic Group is needed. The Concept Paper should be sent to any member of IRISS governance for discussion at the SC. Once the topic is discussed and/or agreed at the SC, the Concept Paper will be submitted to the Board for final agreement. Once approved by the Board, a formal notice will be issued to the membership via the IRISS website, and volunteers to lead the Topic Group will be solicited.

When a topic group is deemed no longer active (eg, goals have been accomplished, lack of membership participation), a final wrap-up meeting should be held and an email sent to thank

participants for their efforts. The topic group's web page should be updated to reflect the change in status. The option to register for the topic group should be removed from the Registration page and the membership's My Account page (Mailing List selections).

### **Topic Group Lead Role**

Each Topic Group (TG) has a designated Lead who is accountable for the following:

- Preside over meetings
- Develop an agenda ahead of each meeting
- Ensure development and early distribution of relevant documents in advance of each meeting
- Ensure annual goals are developed, progress tracked, and accomplishments documented
- Work to overcome hurdles that prevent advancement of goals
- Ensure minutes/actions are posted to the TG page of the IRISS web site, along with supportive materials used for the meeting

The Topic Group Lead is a member of the Steering Committee as a representative of their Topic Group. For a current list of Topic Groups and Leads, refer to the IRISS web site.

### **Marketing and Communications Committee**

The Marketing and Communications Committee is accountable to the Vice President of IRISS. The purpose and role of this committee is to develop and implement communication strategies to broaden the impact of IRISS' programs, and develop and/or oversee organizational messaging and constituent services. This includes the content of the IRISS website, direct communications to members, advertising and marketing of IRISS in other media. Various addition positions will be identified by this committee as needed.

### **Website Lead Role**

The Website Lead role is accountable for the following:

- Maintain general website content with articles and updates from IRISS leadership
- Serve as secondary website ADMIN – assign access permissions as appropriate
- Partner with System Lead on website technical updates: maintain and prioritize list of enhancements, assist with specifications handed off to site developers, testing of website enhancements
- Support IRISS “staff” as users of the web site (e.g. how to edit pages)
- Participate in Communication Team meetings
- Participate in Steering Committee meetings

### **Information Storage and Retrieval**

All documentation for both business and legal purposes of the operation of IRISS shall be stored centrally in a cloud-based server (“hosted document sharing service”).

At least two people shall have administrator rights to all the hosted document sharing service areas and the ability to control access to each document and folder area. The hosted document sharing service administrator (usually the Systems Lead) and the Vice President (together called ‘document host administrators’) are responsible for maintaining current and proper access to the hosted document sharing service.

The hosted document sharing service is limited to use for IRISS activities by members of the IRISS BOD, Executive Committee, Steering Committee, additional Committees and those IRISS members identified as participating in working groups as determined by TG Leads.

Access rights to documents in the hosted document sharing service are controlled by the document host administrators. The hosting vendor support and password information is managed by the Systems Lead.

## **Social Media**

IRISS recognizes the value that social networking sites may provide in the way of networking, collaboration and marketing the value of IRISS. Representatives on the IRISS Leadership Committees must be mindful in communications within the social media realm, to ensure conduct is respectable and responsible. Because online postings with respect to IRISS can impact our organization both positively and negatively, below is a list of what shall be considered a breach of acceptable Leadership Conduct when posting to any social media outlets:

1. Anything that may harm the goodwill or reputation of IRISS or any disparaging information about the organization.
2. Any disparaging, discriminatory or harassing information concerning any members, vendors, or persons associated with IRISS
3. Any information considered confidential to the organization
4. Any IRISS company confidential information

Additional policies and communication direction related to social media will be guided by the Communication Committee, the Board of Directors, the Steering Committee, and/or the Executive Committee.

## Change History

<b>Effective Date</b>	<b>Version</b>	<b>Brief Description</b>
03/15/2015	1.0	First issue
08/18/2015	2.0	Incorporated Compensation Policy as Appendix 1
05/15/2017	3.0	General review and update; clarification of IRISS webinars and mailings.
08/13/2018	4.0	Updated with additional clarity on governance, topic groups, & package discounts; revamp of many sections especially around operational responsibilities being that of the SC as opposed to the BoD