

NATIONAL ORIENTATION MANUAL * POLICIES AND PROCEDURES

COMMITTEE TERMS OF REFERENCE

Name:	Resource Content
Type of Committee:	Standing Committee
Focus:	Outwards
Accountability:	Executive Board
Ex-Officio:	National President
Membership Composition:	Standard National Committee Reference
Meetings:	Standard National Committee Reference
Staffing:	Standard National Committee Reference

Purpose/Mandate:

The committee shall create, source, link and maintain content/data, any media related to the Condominium Industry. The content is to comprise the most comprehensive set of materials available in the industry

- (a) Create and maintain the CCI National Website
- (b) Create and maintain a Public Portal to provide members, industry, government access to the content/data and media
 - Develop a library of public materials
 - Develop a directory of links to resources
 - Develop a library of CCI created content, from National and the Chapters
 - Develop a policy and process on the monetization (if any) of the content, as applicable and in conjunction with direction from National Executive
- (c) Create and maintain a Private Portal to Chapters to provide
 - Facilitate information to Chapters that are timely, import, historical and operational in manner
 - Present National Materials (operations, committee minutes, etc.) to Chapters, both current and archival
 - Structure the process of information sharing amongst Chapters
- (d) Create and maintain process for social media integration and management for CCI National
- (e) Define common technology expectations for chapters, and common technology platforms and frameworks to be adopted

- (f) Define the role of, interact with, and utilize a Content specialist to oversee, maintain and source the material in the Public and Private portals.

2018 Identified Priorities:

These priorities do not constitute part of the Terms of Reference, but outline the current priorities of the committee, in conjunction with the purpose/mandate of the committee. These are expected to be reviewed and updated yearly by the National Executive.

1. Rebuild Website for new focus on external products and services
2. Build Hub systems: both the external products, and the internal one to feed chapters information
3. Creation of a Librarian/Historian/Archivist
4. Focus on “the creation of a database of all media that becomes the most complete, trusted, repository of condominium, strata and HOA material in Canada”