intranetleadershipforum
*many ideas. one purpose.*

# membership agreement

This document outlines how the Forum works in practice, including the benefits provided and the responsibilities of the Forum members. The primary purpose of these guidelines is to ensure that all members gain the full benefits from the Intranet Leadership Forum, and to guarantee that the Forum is a productive environment.

The conditions outlined in this document are binding for both members and Step Two Designs. All prospective members must read this document before joining the Forum, and agree to follow both the principles and conditions outlined.

## membership benefits

Members of the Intranet Leadership Forum will gain the following benefits:

- three facilitated ½ day workshops plus an annual two-day intensive workshop.
- invitations to dinners and special events
- access to a members-only website
- access to "how-to" guides
- informal meetings with other members
- members-only group email list
- one free Step Two Designs report or toolkit per year
- 25% discount off any additional Step Two Designs reports and toolkits
- 25% discount for the nominated member at any Step Two Designs event
- 10% discount for any two people nominated but the member at any Step Two Designs event
- support from an Advisory Board of internationally-recognised intranet experts
- support from a full time and dedicated forum manager

Single membership is for one nominated person.

Corporate membership is for up to three (3, 5 or 8) people. One person will be nominated as the main contact person.

## membership criteria

Members must be actively involved in the support or operation of your organisation's intranet. Membership is open to organisations in both the public and private sectors, including educational bodies and charities.

Membership is *not* open to vendors or consultants.

## your participation

The success of the Intranet Leadership Forum is dependant on the active participation of all members. Membership is for a nominated individual.

To gain the most value from the Forum, we ask you to:

- Consistently attend every workshop.
- Actively contribute during each meeting and online.
- Respect other peoples ideas and needs.
- Contribute basic details about your organisation's intranet as part of a 'member summary', including screenshots of key intranet pages and your team's current intranet activities.

Each member is encouraged to share their learning with the rest of their team and organisation, where needed other team members may be substituted at events.

## confidentiality and privacy

As intranets are by definition hidden from public view, it is important to protect the confidentiality and privacy of members and their sites.

This includes:

- Ensuring that only non-confidential information about your organisation is shared.
- Never giving member details to a third party (including vendors), without the express permission of the member.
- Not sharing other information, including any documents produced by the Intranet Leadership Forum, outside of member organisations.
- Ensuring that the Step Two Designs reports and 'how to guides' are only used within your organisation.
- Not sharing the members only web site access with non-members.

As convenors of the Forum, Step Two Designs will protect the privacy of members, and will not pass on details to any third party.

## membership details

- Forum membership is for one year.
- Membership is with a nominated 'chapter', although membership can be transferred to another chapter if requested.
- Membership will automatically be renewed each year unless you advise otherwise.
- Where a member cannot attend a meeting you may nominate an alternative participant. Although we reserve the right to decline the swap, if it will impact on the productivity of the session.
- Where job roles change or you leave the organisation please advise who you would like the membership transferred to.
- Membership may be cancelled at any time, and we refund membership fees proportionally, based on the number of workshops attended. (For example, you will receive a 50% refund if you have attended 2 of the 4 workshops.)
- If requested, we can put a membership 'on hold' if there is an extended period where no-one appropriate in the organisation is able to continue membership of the Forum. The period of the membership will resume once details of the replacement member have been provided.
- We may use your organisations name (and logo) on the Intranet Leadership Forum website and other materials. If your organisation has specific guidelines for logo usage please notify your forum manager.
- We reserve the right to terminate a participant's membership, where the conditions of this document have been breached or where behaviour has been unacceptable. Where appropriate, remaining membership fees will be refunded as outlined above.

## revising this agreement

From time to time, we will need to update this document to reflect changes in working practices, or to add further improvements based on our ongoing experience in managing the Intranet Leadership Forum. Where the changes are substantive, we will provide advance notice of the changes and will consult with members.

Once such notification has been given, the conditions outlined in the revised version of this document will be binding on all current and future members.

## contact details

If you require more information or have any questions, contact your forum manager:

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