



WEB CONFERENCING POLICY AND GUIDELINES

Policy number	C1 V1 Feb21	Version	2
Previous Policy number		Approved by Board on	16 February 2021
Responsible person	Governance Committee	Scheduled review date	20 February 2023

INTRODUCTION

Web conferencing supports audio, video, application sharing, and content display. It enables leaders to add important interaction elements that cannot be provided in a text-based course. It also provides an alternative method of delivery for meetings, professional development and training activities. The purpose of this Guideline is to ensure that this service remains available and reliable and is used for purposes appropriate to the National Rural Women's Coalition mission. (NRWC)

This Policy applies to all NRWC community members who are using our web conferencing service: Staff, Directors, Alliance members, and other agreed constituents.

ACCEPTABLE USE

Use of web conferencing must be consistent with the goals of the NRWC as well as comply with the NRWC Code of Conduct. It is essential that those requiring access to all web-based facilities be issued with a unique login and password wherever practical. This password is not to be shared or used by any other individual and failing to comply will be treated as a serious breach of system security which may result in disciplinary action, unless previously approval provided by the CEO.

SERVICE DEFINITION

The CEO administers the web conferencing service; Web conferencing sessions are conducted using a computer with an Internet connection and microphone. Live video can be added through the use of a USB or internal webcam. Participant Internet speed and bandwidth capabilities should be taken into consideration when using live video. (See: insert our how-to page)

While some packages are free, other vendors charge for web conferencing and audio separately, some charge per participant per minute and others charge a flat fee per month or per year. When you add in the fees for hosting recorded webinars, and the cost of a toll-free phone bridge (when applicable), the pricing schemes can be complicated.

Access to the service should be made via request in writing through the CEO.

Requests for usage should be made where possible one (1) month in advance.

Persons who have received presenter training can initiate meetings.



TRAINING

Evidence of ability to perform as a presenter is strongly recommended.

Authorisation

Signature of Board Secretary:

Date of approval by the Board:

National Rural Women's Coalition Ltd