

ICS Wiki Committee Terms of Reference

1. PURPOSE: The ICS Wiki Committee works to ensure content and organization of the wiki supports its goals of bringing awareness to standard terms and provide a place for discussion of terms and definitions.

2. FUNCTIONS:

- Write wiki pages outlining the current definition and controversies of that definition
- Spur participation in the wiki through students, residents, colleges, and social media.
- Update pages as needed to include updates definitions and controversies, incorporating comments as able.
- Monitor comments as they occur. Comments should be integrated into the main page. Role of the wiki is to spur discussion among ALL groups with all opinions.
- Mentor guest wiki page writers using the same format and structure as other pages
- Seek out new terms to be added to the wiki

3. RESPONSIBLE TO: Standardization Steering Committee

4. COMPOSITION :

Total Members	Method of Appointment	Name	Term of Office	Term Start/End Term No.
Chair:	Appointed by SSC. Ideally the Chair will have served as a committee member, currently or in the past.	Beth Shelly	Term of office: 3 years, but renewable after notification to the members at an AGM. ICS Bylaw #3.	
Membership	All members of the ICS Wiki must be: - active ICS members (paid for current membership year) as per by-law 2.3.2* - have completed a disclosure form		3 years, but renewable once by Chair/Committee approval.	

*2.3.2. All members of ICS committees must be active ICS members as defined under membership in these bylaws.

^2.3.6. The performance of committee members will be reviewed annually by the committee to determine their contribution based on attendance at meetings, responsiveness to projects etc. Non-active members will then be asked to resign.

5. MEETINGS:

- One face-to-face meeting during the Annual Scientific meeting.
- One teleconference, normally in January.
- Other communications by email.

6. QUORUM: One third of committee membership plus one. For example, a committee of ten will have a quorum of four members.

7. MINUTES: Minutes are recorded at each meeting and posted on the ICS and CPC website in accordance to 2009 ICS Bylaw 6.1-6.4).

8. MEMBERSHIP ROLES AND REPORTING FUNCTIONS:

The Chair is required to prepare an annual report to the Chair of the SSC outlining achieved goals/budget requests and future objectives and strategies.

- Wiki editor in chief –chair of committee, responsible for vision and administration of the wiki
- Wiki committee editor – will write some pages and work with other authors to add pages. Committee will have members from all fields including urology, gynecology, PT, RN, trainee, patient advocate as able.
- Wiki associate editor – will write wiki pages

Guest authors – not officially wiki committee members but instrumental in increasing wiki pages. Members of ICS, UIGA or ICCS when papers are created in conjunction with these groups. To be mentored by Wiki committee members.