

Standard Operating Procedures for Surveys and Posting of Videos

Procedures for Surveys

Any group (NYS GIS Association committee, professional affiliation group or others) that wants to survey to Association membership or to brand any survey as coming from the NYS GIS Association must contact the Membership Committee Chairperson. The Membership Committee is tasked limiting membership surveys by combining potential when possible and by spacing survey release dates. Any action taken by the Membership Committee for survey distribution will require final Board approval prior to release. Surveys may not be distributed to membership without this authorization.

Any group looking to develop a survey is advised to seek the assistance from the Membership Committee, as this is likely to reduce development time and speed Board approval for release. This procedure is set forth to help make sure that the NYS GIS Association membership is not inundated with surveys and emails. This procedure also ensures all survey content and brandings are compliant with the mission of the NYS GIS Association.

Procedures for Videos

Posting of materials to the NYS GIS Association YouTube channel requires prior approval from the NYS GIS Association Board of Directors. Application to post must be made to the Chairperson for the Communications Committee. If the application is being made by a NYS GIS Association committee or PAG, the respective chairperson is tasked with making that application. The Communications Committee is tasked with preliminary review and assessment of the material for consistency with the NYS GIS Association mission and that it fairly represents the topic. Reservations and concerns must be addressed with the applicants and resolved in order to advance to the Board of Directors for consideration. Applicants are advised to secure all appropriate media releases prior to, and submit them with, the application. Application is made via email identifying the requesting entity, the theme of the video and the contact person. The email is currently to be directed to Communications Committee Chair via: nysgeo@gmail.com

Favorable applications are advanced to the Board of Directors for consideration. Board approval decisions may be granted by additional review and vote or by accepting recommendations from the Communication Committee.

Pending Board approval, the Communication Committee Chairperson will notify the application spokesperson and provide the instructions for posting.

The Professional Development Committee webinars are exempt from the Board approval requirement and review, as long as proper release forms have been secured.