
Purpose
The Communications Committee shall use this document as the guide for the commercial use of INCOSE’s Electronic and Print Media resources.

Definitions
The Communications Committee shall create and maintain the following resources for INCOSE:

1. **Domain Name** – register and maintain the name “incose.org” for INCOSE use.
2. **Web Services** – supply web pages for general public, members, and technical committee working groups and provide tools for collaboration. Chapters that maintain a web presence may request technical assistance.
3. **Archival Services** – supply archival services for softcopy information.
4. **E-mail Services** – provide e-mail reflectors for all members. Members serving in the capacity of a named role may also receive mail via reserved addresses reflecting the role (e.g., president@incose.org).
5. **Newsletter** – supply INSIGHT as INCOSE’s official newsletter, published quarterly and provide eNote as a periodic online communication with the members (e.g., reminder of upcoming deadlines, new website content, etc.).
6. **Print Services** – support layout and content editing of INCOSE printed materials and support the INCOSE Administrative Office in the publication of INCOSE information, including technical products and marketing materials.

Policy
The Communications Committee shall provide services for individual and corporate members, chapters and external contacts approved by the Board of Directors. These services may be provided at a nominal fee. The types of services to be provided include:

1. **Job Postings** – listing of people needing jobs and companies looking for people to fill jobs.
2. **Service Notices and Advertisements** – URLs or a small web page (no more than a quarter page) describing a service published in INSIGHT. Advertising banners may be attached to eNote communications. INSIGHT and eNote may accept paid advertising appropriate to the membership audience and according to an approved payment schedule.
3. **Web Pages** – virtual hosting of another domain name and support pages, at the discretion of the Communications Committee.

4. **Chapter website hosting** – limited free services and space may be allocated for chartered INCOSE chapters.

5. **Upcoming events** – a hot link to the home page for events with relevant systems engineering content that are co-organized or sponsored by INCOSE, and so indicated on the linked web page.

**Fees**

Fees and fee structures shall be set and maintained by the Communications Committee, based on frequent on-line surveys of similar services and feedback from members and advertisers. The Treasurer and INCOSE Administrative Office shall be advised of rates and adjustments.

**SUPERSEDES:** October 6, 2006

**APPROVED BY:** INCOSE Board of Directors, Chicago, IL USA, July 15, 2010

**MAINTAINED BY:** Director for Communications