



Membership agreement

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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 Step Two 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. 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 Step Two Forum will gain the following benefits:

- three facilitated ½ day workshops plus an annual one-day techniques intensive workshop
- two online demonstrations from international intranet / digital workplace teams
- 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
- free access to all published Step Two reports, including the annual Intranet and Digital Workplace awards report (<https://www.steptwo.com.au/store/>)
- 20% discount off any additional Step Two books
- 20% discount for the nominated member(s) at any Step Two event
- 20% discount to the annual Step Two conference, DEX - members must be financial at time of registration and conference
- support from a full time and dedicated forum manager
- single membership is for one nominated person.
- Team membership is for 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, digital workplace or collaboration spaces. 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 Step Two Forum is dependant on the active participation of all members. Membership is for a nominated individual(s).

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

- consistently attend every workshop
- actively contribute during each workshop and online
- respect other peoples ideas and needs
- contribute basic details about your organisation's intranet or digital workplace as part of a 'member summary', including screenshots of key pages and your team's current activities.
- each member is encouraged to share their learning with the rest of their team and organisation, where needed other
- members may be substituted at events

Confidentiality and privacy

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

This includes:

- 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 Forum, Step Two or outside of member organisations
- ensuring that the Step Two reports and 'how to guides' are only used within your organisation
- not sharing the member web site password with non-members

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

Membership details

- Forum membership is for one year, starting on the date membership form is submitted.
- Membership is with a nominated 'chapter', membership can be transferred to another chapter as required.
- Membership will automatically be renewed each year unless you advise otherwise.
- Where a member cannot attend a meeting you may nominate an alternative participant.
- 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 Step Two Forum website and other materials. If your organisation has specific guidelines for logo usage please notify us.
- 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 Step Two 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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