

FINAL: 2022 Knowledge Management Subcommittee Charter:

1. The Knowledge Management Subcommittee is responsible for ensuring that access to the EPC Conference proceedings are available to subscribers via an online library.
 - KM subcommittee is authorized to approve payment of fees for uploading of each year's proceedings, as long as the annual cost does not exceed \$10,000 USD; otherwise approval by the EPC is required.
2. The KM Subcommittee is responsible for prompt uploading of the Conference proceedings so that they are available to the ethylene community. The KM Subcommittee will aim to have the content uploaded, reviewed, and available to the ethylene community within 8 weeks of the Conference date. Specific responsibilities are as follows:
 - KM Chair – negotiate contract with Omnipress to upload documents into the online library
 - Program Chair – collect Word and PowerPoint documents and making them available for upload. Update the EPC "Best Practices for Upload of Conference Proceedings."
 - KM Chair – assign responsibilities to KM subcommittee members for uploading of documents to Omnipress ShareFile site
 - KM Chair – assign responsibilities to KM subcommittee members for proofing online library to ensure proceedings are correctly uploaded prior to going "live"
3. The KM subcommittee will provide a web based system for storage and access to EPC documents, including EPC Bylaws, EPC policies & procedures, conference paper guides, committee minutes and subcommittee minutes to members of the EPC and its subcommittees. The KM subcommittee will maintain an archive of historical EPC documents associated with officer positions, including Program Chair, Program Co-chair, Committee Vice Chair and Committee Chair.
4. The KM subcommittee will prepare a proposal for annual dues to cover maintenance of the EPC document storage system and the conference proceeding library. The dues will be reviewed each year and brought to the Committee for approval. Once approved, the fee structure will be communicated to subscribers.
5. The KM chair will complete an annual import/export compliance review of access to the conference proceedings and will highlight non-compliance with the applicable list of countries restricted by the US. The KM chair will communicate the findings to the EPC at the first committee meeting after the Spring Conference.
6. The KM chair will keep a 'back-up copy' (CD or other media) of the online library. The 'hard copy' will be updated annually after conference proceedings have been loaded into the online library.
7. The KM subcommittee will maintain a plan for use of earmarked Knowledge Management funds that is consistent with the mission of the Committee. This plan will be reported to the Committee on a regular basis.

As required by the EPC bylaws:

- The EPC will maintain segregated and sufficient funds in the EPC bank account to reconstitute the library in the event of a failure of the library maintenance contractor and to pay for 1 year maintenance costs for the library and EPC document system.
- The KM chair will inform the EPC Treasurer of the expected costs at the first committee meeting after the Spring Conference.