**SCDSN WEBSITE COMMITTEE**

**TERMS OF REFERENCE**

**Mandate**

The website committee is an ad hoc committee and will be responsible for oversight of the development and launch of a new SCDSN website.

**Reporting**

The website committee will report to the Board of Directors.

**Membership**

The website committee will be comprised of at least 3 members and no more than 6. Committee members will be a mix of SCDSN Board and non-Board members.

 Committee Chair

The Committee Chair will be a representative of an SCDSN member agency or SCDSN Board member and appointed by the Board of Directors.

The Committee Chair will:

* Call committee meetings as required,
* Recruit member representatives for the committee,
* Determine the work of the committee for the year.

Committee Members

The Committee members will be at least one SCDSN Board member and the number of Board members, agency representatives and invited guests from member agencies, as required to make up the committee.

**Term**

The Website committee will be struck as needed by the Board of Directors and be dissolved when the work is deemed by the board to be complete.

**Meetings**

The Chair of the committee shall call meetings as needed, providing a minimum of 1 weeks’ notice for the meetings. The Chair will set the agendas for the meetings.

**Quorum:**

Quorum for meetings of the conference committee is a majority of the members of the committee where the Committee Chair is present.

**Procedures:**

1. As needed the Board will appoint a Website Committee chair.
2. The committee chair will recruit at least one Board member and put out a call for committee members to the member agencies.
3. The committee is responsible for overseeing the work to develop a new website.
4. The committee will liaise with the OADD to coordinate/renegotiate contracts for the website as required.
5. The committee will develop a plan for launching/marketing the new website to be approved by the Board.
6. The committee chair or designate will provide regular updates to the Board