



## **SEA Website Committee**

### **Terms of Reference**

#### **APPOINTMENT/TERM**

The Website Committee will be formed by SEA members who volunteer to serve on the committee. Membership will be for a one year term but no limit is placed on the number of times a member serves on the committee. At least one member of the elected Board of Directors will be a member of the Website Committee. The Website Committee will elect a chairperson from its membership to act as chair for one year. The Chair may elect to take minutes or may as for a volunteer from the committee.

#### **RESPONSIBILITY**

The Website Committee is responsible for setting up and maintaining a functional website for the SEA.

#### **SPECIFIC RESPONSIBILITIES**

The Website Committee shall:

1. Responsible for acquisition, renewal and maintenance of the SEA website:
  - a. Domain, and
  - b. Hosting.
2. Plan the structure of the SEA website
3. Secure approval of the information and related documents from the Board of Directors for posting on the website.
4. Ensure timely posting of approved information/documents within different sections of the website.

5. Recruit, by contract or volunteering as necessary, an individual or an agency for running and maintaining the website in a timely and uninterrupted manner, as per the approval of the Board.
6. Utilize the feedback collected from the members of SEA to propose future directions and/or action plans to the Board for approval
7. Review any submission received for website posting prior to Board approval.

**Approved by: SEA Board of Directors**

**Approved date: August 11, 2009**

**Revision date: August 1, 2009**

## **Action Plan (2008-09)**

1. The Website Committee is running a website at the URL: [www.saskepi.ca](http://www.saskepi.ca), which is designed in Mac and currently, maintained by Riaz Alvi on a voluntary basis.

2. The Website Committee is considering a plan to expand the scope and contents of the website, based on the feedback provided through the 2008 Membership Survey.

3. In order to expand the visibility of the SEA and to enhance communications with SEA members, the Website Committee proposes the following upgrades in the website structure:

- What's New?
- Who are we? Include SEA history/About us—Vision, Mission and Values, etc.
- Pump Handle Award (Criteria, Nominations, Recipients)
- Board of Directors and Committees (with Members)
- Membership Info (Admission and Application form)
- Document Downloads (preferably within secure environment):
  - SEA Bylaws
  - Strategic Plan
  - Terms of Reference and/or Job descriptions of Executive members and Committees
  - Job postings
  - Annual Reports/ Committee reports, etc.
  - Archives
- Weblinks to external sites of interest
- Announcements (Events-Conference, Symposium, Workshop, etc.)
- Contact Us (Mailing address, Phone, Fax, etc.)

### **Submitted by SEA Website Committee:**

Drona Rasali, Chair  
Ida Sadowski, Member  
Riaz Alvi, Member