

## **TERMS OF REFERENCE: ONLINE SERVICES COMMITTEE**

**PURPOSE:** Oversee ISSWSH website and Community Forum.

**OVERALL RESPONSIBILITIES:** Website: oversee sales, survey dissemination, and bulletin board content on website. Community Forum: Monitor and approve posts adhering to forum guidelines.

### **COMPOSITION:**

CHAIR: The Chair is elected by the membership to serve as a voting member of the Board of Directors. The Chair serves a two-year term unless they have been appointed by the Board of Directors to serve out a vacancy.

### MEMBERSHIP:

- Members may be identified by the Chair or any Member in good standing may complete the Committee Interest form to be considered for membership of the committee. At the Chair's discretion a proposed committee will be presented to the President for approval. Official invitations will be sent on behalf of the President inviting individuals to serve. Upon acceptance, membership status must be verified, and the person notified that they now serve as a member of the committee.
- To fulfill the purpose of the committee and adequately manage the various responsibilities of this committee, the ideal number of members is 3-5.
- The work of this committee may be best served by assigning individuals with certain titles/roles in which they directly support. Those positions and specific responsibilities are:
  - Individual members share the responsibility for monitoring activity on the community forum and approving submissions.
  - Review content of ISSWSH website quarterly to keep it up to date.
- Committee Members will serve a term of (1 year) or until the term of the Chair ends. A Member may serve consecutive terms but needs to be reappointed by the President on an annual basis.

### LIAISONS

- Executive Committee:
- Staff:

### **COMMITTEE MEETINGS:**

- Ideally committees will meet semi-annually.
- Minutes/Reports: Minutes serve as a record of meetings that take place by the committee. At the request of the Chair and with permission of the participating members, the meeting may be recorded. The committee must submit at least one written report a year, which is typically presented at the Annual Meeting of the Board of Directors. Additional written or verbal reports may be presented by the Chair or at the request of the Executive Committee or Board of Directors.

### **COMMITTEE SPECIFIC ACTIVITIES/PROCESSES:**

- Attempt to meet in person at the annual meeting
- Shared responsibility for monitoring and facilitating the community forum.