



WEBSITE COMMITTEE

TERMS OF REFERENCE

General Guidelines

1. All Committee Chairs and members shall be appointed by the President on behalf of the Board of Directors and shall report to the Board of Directors.
Members of Committees shall be appointed after consultation with the respective Committee Chairs and the officers of the Society.
 - 1.1. All Committee Chairs may appoint non-members of the Society to sit on Committees as required, with approval from the Board.
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 - 2.1. Appointments shall normally be for a 3-year term, subject to annual review. Members may be asked to serve additional 1-year terms.
 - 2.2. The past Chair may serve 1 further year, if required.
 - 2.3. The bilingual nature of the Society should be reflected in Committee membership.
 - 2.4. Committee members should represent the four regions of Canada: Western, Ontario, Quebec and Atlantic, unless otherwise specified.
 - 2.5. Resident members shall be appointed to each Committee by the President when appropriate.
3. The Director of the Head Office or delegate shall serve on Committees as a staff resource.
4. Committee Chairs shall prepare regular short reports highlighting the activities of their committees. These reports shall be submitted to the Board as required and at least once per year. In addition, committee minutes shall be prepared immediately following committee meetings and these will also be forwarded to the Board. The Chair or other members of the Committee may be requested to attend meetings of the Board to present reports in person. Allowances for such attendance shall be paid as outlined in Reimbursement Policy approved by CAS Board October 2007.
5. The Chair of each Committee shall submit a budget to the Treasurer, for Board approval, before any expenditure may be authorized.
6. It is recognized that the functions of the Standing Committees will change from time to time. These guidelines indicate the basic Committee duties. Committees, except where restricted by By-law, are encouraged, with Board approval, to expand their activities and to accept new responsibilities.

· *Rules and Regulations for New CAS Standing Committees (Section B) - approved by CAS Board June 1999;*

· *Subsequent revisions by CAS Executive - approved by CAS Board January 2000;*

· *Rules and Regulations supporting new CAS committee structure approved by members at June 2000 ABM;*

· *Rules and Regulations supporting Committee Structure to be part of all committee Terms of Reference approved by CAS Board June 2009.*

Website Committee

1. The Website Committee shall be responsible for:

1.1 Overall direction

- Ensure the site reflects the mission, vision and goals of CAS
- Develop policy to govern the site
- Spearhead strategic plans and priorities for the website
- Brainstorm how the website can be used as a tool to create membership value

1.2 Content

- Define member needs on the website
- Make recommendations for updates and maintenance of the site content



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- Continually ensure the content is meeting the needs of the CAS, its members and the public
- Provide current and useful online member-driven information designed to enhance the value of CAS membership
- Review website statistics and continually focus on updating and upgrading the functionality and content of the website
- Ensure website is a positive representation of anesthesiologists across Canada
- Communicate with members formally and informally on their website requirements

2. The Website Committee shall comprise:

- A Chair
- A Vice-Chair
- A Past-Chair
- At least 5 members from the general CAS membership selected to have familiarity with websites and an understanding of and an interest in the CAS website to serve effectively.
 - o Committee members should be selected with an attempt to balance representation on the Committee by region, subspecialty section, and qualifications/skills and area-specific interest.
- Invited guests who may from time to time serve on ad-hoc and/or time-specific task groups

3. Meetings

- The Committee shall meet once a year in conjunction with the CAS Annual Meeting.
- Other meetings may be held during the year (such as by tele-conference or online meeting) as determined by the Chair.

Staff liaison: **Temi Adewumi**