

Terms of Reference

NAME:

Website and IT Committee

REPORTING TO:

Board of Directors.

OVERALL PURPOSE OF COMMITTEE:

To revamp and update the SOAR website and monitor its format, usefulness, value and user-friendliness.

MAJOR COMMITTEE TASKS:**DURATION OF COMMITTEE:**

Ongoing.

NUMBER OF MEETINGS:

As required.

FINANCIAL IMPACT:

Initial revamp of website and ongoing, ad-hoc updates to be determined through RFP process.

STAFF LIAISON:

SOAR Administrator.

SELECTION/ELECTION OF CHAIR:

Recommendation by the Executive Committee; approved by the Board of Directors.

SELECTION/ELECTION OF MEMBERS:

Recommendation by the Executive Committee; approved by the Board of Directors.

COMMITTEE CHAIR RESPONSIBILITIES:

Chair meetings and provide a report to the Board.

COMMITTEE MEMBER RESPONSIBILITIES:

As per above major tasks.