

**Atlantic Canada Water and Wastewater Association
Website Committee
Terms of Reference
Revised December 2018**

Purpose:

The purpose of the Website Committee is to set policy, guidelines and direction with respect to the format and content of the ACWWA Website.

Committee Chair Role:

The position is appointed by the Board. The committee chair shall be a member in good standing of the ACWWA.

The Website Committee Chair may also hold the position of Webmaster.

Committee Chair Term:

The Website Committee Chair is a three year term position with a maximum of two consecutive terms.

Reporting Structure:

The Website Committee Chair reports to the Board through the Communications Director. The committee chair shall provide the Communications Director with a report of activities prior to each Board Meeting.

Committee Chair Duties and Responsibilities:

The Committee Chair is responsible to:

- The Website Committee should meet on an as needed basis in order to carry out the committee's goals and objectives.
- Call meetings and prepare an agenda.
- Provide regular reports to the Communications Director.
- Recruit and retain committee members with assistance from the Volunteer Committee.
- Assist the Atlantic Canada Water and Wastewater Association in creating a diverse and inclusive membership and establishing an organizational environment that recognizes, encourages, celebrates, and effectively utilizes each individual member's talents.

Committee Composition:

The Website Committee should be comprised of the following members:

- Committee Chair
- Webmaster

- Minimum of two members at large
- Communication Director (optional)

Committee Duties and Responsibilities:

- Develop and maintain an ACWWA Website Policy that provides direction on format, content, advertising, etc.
- Solicit content from committee chairs, board members and other members as required.
- Carry-out an ongoing review of the website and look for ways to improve it.
- Keep abreast of new website trends and if applicable incorporate the technology into the ACWWA website.
- Regular review the web hosting service to ensure that it continues to meet the needs of the ACWWA.

Committee Goals and Objectives

- Develop an ACWWA Website Policy

Approved XXX