



Canadian Institute for Procurement and Materiel Management  
Institut canadien d'approvisionnement et de gestion du materiel

## **Terms of Reference Website Committee**

### **1. INTRODUCTION**

The Website Management Committee (WMC) is a standing committee of the Board of Directors (the "Board") of the Canadian Institute for Procurement and Materiel Management (CIPMM). The Website Committee will be an Advisory Committee to the CIPMM Executive Committee and will have responsibility for providing advice on the development, maintenance, and content on the CIPMM website. The Website Committee will provide recommendations on the design, graphics, placement of content, and functionality of the Website.

### **2. ROLE AND RESPONSIBILITIES**

Subject to the duties and responsibilities of the Board, the Website Management Committee will perform the following duties:

- Collect feedback, comments, and suggestions from the CIPMM Board and general membership about improving the website.
- Address these comments and suggestions and identify the most helpful and feasible suggestions for website redesign, use and/or update.
- Discuss approaches to use the website to promote the mandate and mission of CIPMM.
- Assist with website functionality testing for both desktop and mobile device platforms.
- Review website content for accuracy in both official languages.
- Ensure the content on the CIPMM website is maintained and updated on a timely basis.
- Guide the Website Editor (Willow Group team) in updating the contents of the website given the required content submissions from the various CIPMM Committees.
- The Website Editor will provide leadership on website content and development.
- The Website Editor and Assistant Website Editor will provide routine maintenance of the website.

### 3. MEETING FREQUENCY

The Website Management Committee will meet as determined by the Chair but no less than six times per fiscal year.

### 4. MEMBERSHIP

The Website Committee will be composed of a minimum three Directors (includes the Committee Lead) and associated volunteers as available.

### 5. DECISIONS RECORDS

The WMC lead and with the assistance of the Willow Group will be responsible for:

- Preparing and distributing meeting notices, agendas and other meeting materials to Committee.
- Recording decision to all committee members; and
- Preparing and distributing Committee reports as required.