

 <p>National Association of PeriAnesthesia Nurses of Canada</p>	Website Committee TERMS OF REFERENCE	No.	Page 1 of 3
	Approved By: NAPAN© Website Committee	Last reviewed Oct.22, 2006 May, 2009 May, 2010 October, 2011 October, 2012	
	Effective Date:		
	Originated By: Website/Newsletter Committee 2006		

Purpose:

1. To follow the National Association of PeriAnesthesia Nurses of Canada's (NAPAN©) Mission, Values and Nursing Paradigm.
2. To create and maintain the NAPAN© Website (www.napanc.ca).
3. To work collaboratively with NAPAN© Board of Directors in providing content for the website.
4. To gather, review and upload information to the website in a timely manner.
5. To ensure that information placed on the website is pertinent to NAPAN© membership and interested public.
6. To maintain the relationship with the website host provider.

Reporting Structure:

1. The NAPAN© Website Committee Chair will report directly to the NAPAN© Executive Committee.
2. The NAPAN© Website Committee will provide annual reports, including financial requirements, to the NAPANc Board of Directors and the Annual General Meeting (AGM).
3. The Chair of the NAPAN© Executive Committee may request additional reports at any time in addition to the annual reports.

Membership Composition:

The Website Committee may include but is not restricted to the following:

1. Website Committee Chair
2. NAPAN© Board members (Provincial representatives)
3. NAPAN© Executive Committee
4. The committee may have any number of representatives
5. One member of the Board of Directors shall sit on the committee

Terms of membership:

1. One year renewable term, based on acceptance of nomination or by volunteering
2. Should the Website Committee Chairperson be unable to complete her term, she will return all information regarding the Domain name and password, website host provider's name and contact information and be removed from the list of Administrators for the website. All content from

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- the website will be returned as the property of NAPANc. This and all other pertinent information will be given to the NAPAN© Executive.
3. Prior to stepping down as Chair of the Website Committee, whether due to end of term or resignation, the Chair will be responsible for training his/her replacement in the maintenance of a functional and professional website.

Procedure and Responsibilities:

1. The integrity of the website (www.napanc.ca) is to be maintained.
2. A functioning, up-to-date interactive website is to be maintained.
3. To ensure the professional presentation of information that is reflective of a national professional association.
4. The template for the website and ongoing changes to the look of the website must be approved by the Executive prior to being changed.
5. To encourage Provincial representatives to forward information for placement on the website at any time
6. The information to be placed on the website will be proofread by the Website Committee and NAPAN© Executive and changed into Acrobat Adobe PDF by the committee to be uploaded to the site. All brochures, publications and forms will also be converted by the Website Committee. Photographs must be in Jpeg format; videos in Windows Media Player. All information uploaded to the website, must be approved by the NAPAN© Executive Committee.
7. Information to be placed on the website will be provided with as much notice as possible and at least 48 hours in advance of when it is required to appear on the site.
8. The Website Committee will monitor continuously the discussions on the Forum and delete inappropriate or “spam” entries. All unwelcome users will also be deleted from access to the Forum.
9. The Website Chairperson shall inform the NAPAN© Executive when website provider fees (domain and hosting fees) are due.
10. The Website Chairperson will submit an annual proposed budget to treasurer prior to the end of the fiscal year, March 31.

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Signatures of Chairs:

 Chair NAPANc Website Committee Date

 Chair NAPAN© Executive Committee
 President of NAPAN©

_____ Date

22/10/06: ged
 23/5/09: pmf
 28/5/10: pmf
 1/10/11: pmf
 1/10/12: pmf