Website Committee
Terms of Reference

This policy is effective from	September 2017
Approval body College Management Team	**Approval date** September 2017
Owner Head of Academic Affairs	**Next review date** October 2018

1. Purpose

1.1. The Website Committee is a standing committee, reporting to the College Management Team.

1.2. The purpose of the Website Committee is:

1.2.1. To review, update and ensure the accuracy of information on the NCAD website.

1.2.2. To consider how the website may be developed as a resource for students, staff, stakeholders and the wider public.

1.2.3. To propose initiatives in support of the development of the website to the College Management Team.

2. Scope and Authority

2.1. The website committee is responsible for:

2.1.1. Managing the mechanism by which information across all areas of the website is reviewed and liaising with College staff in respect of its accuracy.

2.1.2. Managing the mechanism by which information on the website is updated, in consultation with relevant staff, to ensure accuracy.

2.1.3. Attending to the effectiveness of the website, and consulting with staff regarding how it might be improved.

2.1.4. Making recommendations to the College Management Team regarding changes that might improve the effectiveness of the website.

2.2. The website committee is encouraged to make recommendations to the College Management Team but is not authorised to:

2.2.1. Decide upon website developments that have resource implications.

2.2.2. Commission website developments that have resource implications.

Doc version	Approval date	Modified by	Summary of modifications
V1		N/A	N/A

3. Membership

3.1. For the Website Committee to discharge its responsibilities, it is important that there is College-wide representation and that members are enabled to update information on the area of the website that relates to their area of the College.

3.2. Membership shall be made up as follows:

    3.2.1. A representative from each School;

    3.2.2. A representative from First Year;

    3.2.3. A representative from Student Services & Admissions;

    3.2.4. A representative from the Registrar's Office;

    3.2.5. A representative from IT Services;

    3.2.6. A representative from Library/Nival;

    3.2.7. The Quality and Academic Support Officer (ex officio);

    3.2.8. Research Administrator (ex officio).

3.3. The Chair shall be elected by the members for a period of one year.

4. Meeting arrangements

4.1. The Website Committee should meet at least four times per calendar year, and as needed in order to ensure accuracy of information and effectiveness of website as a public face of the College.

4.2. A schedule of meetings for the year should be agreed by the Committee. The Chair should, where possible, circulate an agenda for the meeting one week in advance of the meeting. The role of recording & preparing minutes from each meeting will be shared by Committee members, with each member taking her/his turn in support of the Committee.

4.3. Documentation relating to meetings of the website committee should be made available to Committee members through a shared online folder.

5. Reporting

5.1. The Committee will submit a brief written report to the College Management Team twice per calendar year, in consultation with the Head of Academic Affairs.

6. Review

6.1. The remit and terms of reference of the website committee shall be reviewed on an annual basis by the Committee and in consultation with the Head of Academic Affairs.

6.2. The next review date is October 2018.