

WEBSITE CONTENT COMMITTEE TERMS OF REFERENCE

Purpose

The primary purpose of the Website Content Committee (the Committee) is to ensure current and contemporary content is available to CHFS members and stakeholders. The Committee was first confirmed in 2017.

Committee Membership

A CHFS Board of Directors member shall serve as Chairperson and the term shall be two years in length. The membership of the Committee shall consist of a minimum of three CHFS members to a maximum of eight; one of which shall be an Allied Health/Nursing Professional member and preferentially one Member-in-Training.

The term shall be two years in length and on a staggered basis to ensure continuity (therefore, for the 1st year, some length of terms will only be one year).

Specific Mandates

- 1) Development of CHFS website content, including website resources targeted to CHFS members and stakeholders (physicians, nurses, allied health, trainees and patients). Responsibility may include improvement of general website functionality based on member feedback (budget permitting).
- 2) Direct interaction with the CHFS/CCS Secretariat to establish procedures to keep website information current.
- 3) To develop content with interested stakeholders, specifically for lay public access to information about heart failure, and links to public resources. Requests from media, government and non-governmental organizations are excluded and remain the responsibility of the CHFS Executive.

Meetings

The Committee will conduct meetings at least twice a year by teleconference and as often as necessary to accomplish its purposes.

Reporting

The Committee shall provide minutes of its meetings to the CHFS Executive. Matters of substance shall be referred to the CHFS Executive for consideration and final decision.



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Accountability

The Committee is accountable to the CHFS Board of Directors and Executive.

Last Updated: October 2, 2020

Last Approved: July 4, 2017