

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.

Membership

The Committee is to represent proportionally as much as possible the breadth of CHFS' membership, including:

- Geographic & regional representation
- Gender
- Academic/community

The membership of the Committee shall consist of a minimum of five (5) members to a maximum of seven (7), including:

- One (1) Chairperson, appointed by the CHFS Executive
- At least one (1) Allied Health Professional/Nursing member
- At least one (1) Early Career member (determined as first seven years of practice)
- At least one (1) Member-in-Training

The term shall be two years in length and on a staggered basis to ensure continuity.

Ex officio member:

- CCS Affiliate Manager

Selection

- A call for Committee members will be advertised each year in May to replace retiring members.
- The Committee Chair will select new members from the list of candidates prepared by the CHFS Secretariat from the call.
- When required, a new Committee Chair will be identified by the CHFS Executive from the call for members.

Specific Mandates

- 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).
- Direct interaction with the CHFS/CCS Secretariat to establish procedures to keep website information current.

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- 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 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. An annual report will be presented at the CHFS Annual General Meeting each year.

Accountability

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

Last Updated: May 13, 2023

Last Approved: July 4, 2017