

## **Terms of Reference**

### **IT Committee**

#### **Preamble:**

The IT Committee was struck in 2006 on behalf of the CSAM Board and membership to develop, implement, and maintain the Society's Website.

#### **Membership:**

There shall be up to five (5) members, one or more to be current Board members. All are to be appointed and approved by the Board.

Chair	- as appointed by the Board.
Quorum	- 50 %.
Term	- two years, renewable once; or as determined by the Board.

#### **Responsibilities:**

1. Design and recommend the website to the Board.
2. Identify a suitable ISP to host the site.
3. Maintain separate Board, Member, and Public sections.
4. Edit / modify the website as appropriate / or directed.

#### **Meetings:**

The committee will meet at least quarterly (3 teleconference meetings and 1 "in person" to coincide with the annual CSAM Scientific Meeting); or in addition at the call of the chair, or as directed by the Board. Members are asked to commit to participate in a minimum of 50% of the teleconferences and to attend the "in person" meeting. Meetings to be in person, electronic, telephone, or teleconference.

#### **Decision Making Process:**

Consensus, or by majority vote (50% + 1)

#### **Reporting Process:**

The Website Committee will report to the Board at its regular meetings, or to the Executive Committee as necessary, and to the CSAM Annual General Meeting of members.