

# Web Advisory Committee

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## Terms of Reference

*June 24, 2021*

### 1. ESTABLISHMENT OF THE COMMITTEE

- 1.1. There is hereby established and constituted an operational committee to be known as the Web Advisory Committee, to exercise the duties and powers and to perform the functions hereafter described:
- 1.2. The Committee shall be composed of the following membership:
  - 1.2.1. Associate Dean Resources & Discovery (ex-officio)
  - 1.2.2. ATS Director (ex-officio)
  - 1.2.3. ATS Systems Developer
  - 1.2.4. Web Publisher
  - 1.2.5. Assistant Web Publisher
  - 1.2.6. Communications Coordinator
  - 1.2.7. Representative from each library
  - 1.2.8. Additional individuals taking responsibility for specific content areas of the website, as needed.
- 1.3. The Associate Dean Resources & Discovery (ex-officio), ATS Director (ex-officio), ATS Systems Developer, Web Publisher and Communications Coordinator are all permanent members of the committee by virtue of their positions.
- 1.4. All other members will serve for two (2) year renewable terms.
- 1.5. The Chair will be elected from committee members for a two (2) year renewable term.
- 1.6. Method of appointment:
  - 1.6.1. The Chair will be elected from among the committee members.
  - 1.6.2. The Web Publisher will be invited by the Associate Dean Resources & Discovery.
  - 1.6.3. The Assistant Web Publisher will be chosen from among the committee members.
  - 1.6.4. Library representatives will be determined by their library, forwarded to the Chair and ratified by the committee.
  - 1.6.5. Library representatives may choose to take responsibility for a content area of the website.
  - 1.6.6. Additional members to address content areas of the website will be determined by their AD or Head, forwarded to the Chair and ratified by the committee.
- 1.7. When a member is unable to fulfill their term, they shall notify the Chair of their resignation. The Chair will invite the affected library or department to recommend another candidate.

1.8. The Committee will review their Terms of Reference every two (2) years, and will submit any revisions or additions to Library Council.

1.9. The Committee will provide an Annual Report to Library Council.

## **2. DUTIES AND RESPONSIBILITIES**

2.1. The Web Advisory Committee is mandated to oversee, manage and maintain the Dalhousie Libraries' AEM website.

2.2. Primary Objectives:

2.2.1. Design and deliver Dalhousie Library resources and services through our 'virtual branch'.

2.2.2. Collaborate with the Campus Web Team to maintain current web standards, styles, protocols, etc. and build links to high level university content.

2.2.3. Conduct usability testing and adjust the website accordingly.

2.2.4. Address feedback from the community, responding in an appropriate manner.

2.2.5. Establish and communicate local web strategy to staff and stakeholders.

## **3. MEETINGS**

3.1. The Committee will meet as required. The Committee will determine dates and times of the committee meetings.

3.2. The Chair may call a special meeting at any time or by request of a majority of the Committee.

3.3. The Chair shall appoint a secretary to keep minutes of the meetings of the Committee.

## **4. DOCUMENTATION**

4.1. The Committee will retain meeting agendas, minutes, and other documentation and make these available to Library Council.

4.2. The Committee Chair will be responsible for retaining records in compliance with any university records retention requirements.