
Terms of Reference

1. Overview

This document sets out the responsibilities of the Website Committee of the HSP Support Group. The headline responsibilities of the committee are:

- Ensuring that the website remains active and available to members and interested readers
- Liaising with other committees for information/updates on group activities etc. and developing new content as appropriate.
- Maintaining the currency of the website by regularly ensuring that it can be accessed using the most common devices, operating systems and browsers

It is expected that the main activity of the committee is to keep the content of the site up to date, and that any site re-design would be agreed by the Trustees.

The Groups' documents (Constitution, Committee Structure, Policies etc) are held on the website server. Control of such documents is owned by the Document Manager who is appointed by the Website Committee.

The membership database is held on the website server. The database structure, content and security and the software that uses the data is owned by the Data Manager who is appointed by the Website Committee.

2. Membership of the Committee

The group requires all committees to have at least one trustee within its membership, and this representation will be decided by the trustees.

Those on the committee will make appropriate decisions on allowing others to join the committee, taking into account relevant skills and the requirements of the committee, in particular:

- a) People with technical skills in websites and databases
- b) People with an interest in the committee

Membership of the committee is not time limited. The Chair of the committee should check with committee members that they wish to continue on the committee on an annual basis.

Committee members must be members of the Group.

The initial membership proposed is:

Dave Harris (Chair)

John Mason (Document Manager, Data Manager)

Jenni Preston (Editor)

3. Authority and Responsibility

The Chair maintains the list of issues and is responsible for progressing the list and reporting on progress to the Trustees.

The Editor is responsible for the implementation of the website, the hosting, tools and content.

4. Processes

The website is reviewed at regular intervals and improvements are noted on the list of issues.

Complaints or comments received are collated and considered and as appropriate are noted on the list of issues.

For each issue the committee agrees the form of words and layout for changes to the website. The Editor implements the changes.

Details of Support Group meetings received are added to the website calendar.

News items received are posted to the website. The news pages are kept looking current by removing old entries.

Changing the Group's documents is defined in Control of Documents.

5. Resources and Budget

HSP Support Group funds may be used to support website development, to subcontract activities where the committee lacks expertise or to purchase software tools. Any expenditure must be approved by the Trustees in advance.

6. Review

These terms of reference can be modified at any time by the Trustees or by the committee members at a committee meeting. Changes to the terms of reference must be agreed by the trustees.

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