

Website Management Committee - Membership and Terms of Reference

Section 1 - Purpose

(1) The Web Management Committee (WMC) was established by the Vice-Chancellor to ensure adherence to policy and provide advice to the Institutional Development Committee on standards matters relating to the the University website. The Committee meets four times per year by videoconference and has constituted an executive sub-committee to deal with operational issues that arise between scheduled meetings, reporting back to the WMC as necessary.

Section 2 - Membership

(2) The Web Management Committee shall comprise:

- a. Deputy Vice-Chancellor (Administration) - Presiding Officer;
- b. One representative of the Faculties nominated by the Deputy Vice-Chancellor (Academic);
- c. Executive Director, Division of Information Technology or nominee;
- d. Executive Director, Division of Library Services or nominee;
- e. Executive Director, Division of Marketing and Communication or nominee;
- f. Executive Director, Division of Student Services or nominee;
- g. Technical Specialist (Web), Division of Information Technology; and
- h. Presiding Officer, Learning Materials Design Sub-committee of the Information and Learning Systems Committee.

Section 3 - Terms of Reference

(3) The Web Management Committee has responsibility for providing advice to the Institutional Development Committee on:

- a. annual priorities and timelines for activities relating to the the University website;
- b. resources required for the maintenance, review and development of the the University website;
- c. compliance requirements relevant to the the University website;
- d. overarching issues of the the University style and website consistency with corporate style;
- e. communication of decisions on style-related matters, relevant approval processes and delegations to stakeholders;
- f. content standards for web publishing;
- g. the development, promulgation and implementation of policy in relation to publishing rights and responsibilities on the the University website; and
- h. the effective management of the the University website to ensure that its use for academic, administrative and marketing purposes is maximised.

(4) The Web Management Committee has the delegated authority to ensure adherence to those aspects of the Policy for which it is responsible on behalf of the Institutional Development Committee. It may further delegate some of its functions to operational sub-committees.

Status and Details

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Effective Date	22nd May 2014
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