

## **CPS Website Committee - Terms of References**

- 1. Purpose of the committee.** The purpose of the website committee is to collect information from the CPS membership and general public about improving the CPS website, to make recommendations to ensure its improvement, to facilitate a design update of the site, and to maintain quality of the site.
  
- 2. Committee Membership.** The committee will comprise eight to ten members as listed below. The length of their membership terms will typically be two years.
  - (a) Chair: Senior Director- at- large
  - (b) Junior Director-at-large
  - (c) Website Editor
  - (d) Assistant Website Editor
  - (e) Secretary
  - (f) Two to four CPS members
  - (g) One CPS graduate student member
  
- 3. Reporting.** The committee reports to the CPS Board of Directors
  
- 4. Terms of Reference**
  - (a) The website committee will collect feedbacks, comments, and suggestions from the CPS member and public about improving the website
  - (b) The website committee will address these comments and suggestions, and identify the most helpful and feasible suggestions for website redesign and update
  - (c) The website committee will guide the Website Editor in updating the contents of the website
  - (d) The website committee will discuss approaches to use the website to promote the cause of CPS
  - (e) The Website Editor will provide leadership on website content and development.
  - (f) The Website Editor and Assistant Website Editor will provide routine maintenance of the website.
  
- 5. Meetings.** The Website Committee meetings should be held at least three times per year. The Chair (Senior Director) will organize meeting agendas based on instructions from the CPS Board, requests from the committee members, and ideas/feedback from the CPS membership and public for improving the website. The Website Editor will communicate website updates to the committee members, and report on issues related to the website.

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Deena Errampalli  
CPS President (2014-15)