

**NZOPA**  
**Website Sub-committee**

**TERMS OF REFERENCE**

**1. Authority for the Group**

- This is determined by Executive Committee

**2. Purpose**

- **To develop and maintain the NZOPA Website to meet the goals set by the Executive in the strategic and planning business plans**

**3. Delegated Authority**

- The Website Lead will report to and be a member of the Executive Committee

**4. Duties / Scope**

- Develop and maintain Easy to use Website
- Maintain membership Database and Directory
- Online Join and Renewal of membership
- Publish events from Conference, Education and Technical Sub-committees
- Accept online payment and registration for events and liaise with appropriate subcommittee and Executive
- Maintain Professional Development system for members in conjunction with Accreditation Sub-committee
- Maintain online communication systems, E-Newsletters
- Publish On Line Survey systems
- Liaise with the Conference, Education, Accreditation and Technician Sub-committees
- All decisions are approved by the Executive prior to incurring expenses;
- Criteria developed by the Executive to evaluate and approve processes for credentialing is followed;
- Financial transactions are administered through the Executive.

**5. Membership**

- The President or their deputy(Executive Lead Website); and
- Orthotic Representative
- Prosthetic Representative
- Sub-Committee members may attend Executive meetings but do not have the right to vote.

#### **6. Quorum**

The Group shall be deemed quorate if there is representation of 3 members:

#### **7. Meetings**

- Meetings will be 2 monthly and will last for no longer than 1 1/2 hours.
- Attendance will be a priority for all members.
- Meetings will start and finish at the agreed time.
- Action notes will be circulated within 2 working days.
- Papers will be circulated at least two working dates before the meeting.

#### **8. Conduct of business**

- The conduct of business will conform to duties defined in these Terms of Reference.

#### **9. Equality statement**

- The committee will ensure that these Terms of Reference are applied in a fair and reasonable manner that does not discriminate on such grounds as race, gender, disability, sexual orientation, age, religion or belief.