



## **DBSA WEBSITE COMMITTEE CHARTER**

**Established November 2018**

### **Purpose**

The purpose of the DBSA Website Committee (WC) is to maintain the DBSA website and ensure that content is current, accurate, accessible and appropriate. The appearance of the site needs to reflect the vibrant nature of our sport

### **Objective**

- Update content on the DBSA website
- Ensure that all member clubs' details are accurately displayed on the website
- Maintain the calendar on the website
- Ensure that information is easily accessible on the website
- Ensure that our Sponsors and their links are current and relevant
- Ensure that race results are available on the site in the week following a regatta
- Make recommendations to the DBSA Board in regard to expenditure on the website
- Other duties as allocated

### **Structure**

- The WC will consist of delegates from member clubs of DBSA who express an interest in monitoring and maintaining the DBSA website along with a representative from the DBSA Board.
- The DBSA Board will call for expressions of interest
- The DBSA Board will appoint the Committee Members from a list of nominees
- The DBSA Board shall determine the term for appointees.
- It is expected that any nominee will have the necessary expertise to assist in the Committee's objectives
- Delegates will be expected to commit themselves to carrying out assigned tasks within allocated time frames and to responding responsibly, reliably and promptly to internal committee communications
- It is expected that WC delegates will undertake to apply their knowledge and skill to the matters that come before the committee in a manner that is in the best interests of DBSA and the further development of Dragon Boat racing, independently of any other affiliations they may have

## **Accountability**

- The WC will report directly to the DBSA Board

## **Chair of the Committee**

- The Committee will nominate a Chair from within and submit the nomination to the DBSA Board for approval.
- The WC Chair will preside over Website Committee meetings and lead discussion according to the associated agenda
- The WC Chair will oversee the preparation of the meeting agenda and ensure that allocated tasks are completed

## **Meetings and Quorum**

- The committee shall meet as required but as a minimum, must meet each quarter
- Minutes including action items, decisions and recommendations must be taken and submitted to DBSA as a committee report
- A quorum will consist of 50% of members plus 1

## **Authority**

- The committee will prepare plans for ratification by the DBSA Board
- Any expenditure must be authorised by the DBSA Board.