



National Cocker Spaniel Council (Australia)

Website Reference Group

Terms of Reference (final)

Overview

The National Cocker Spaniel Council (NCSC) website was launched on 1 September 2022. It is important that websites continue over time to evolve and present new and contemporary information. It is proposed that a Website Reference Group be established to act as a 'clearing house' for new ideas and information.

Purpose

These terms of reference set out the operations of the Reference Group that will inform the ongoing development of the NCSC website. <https://www.cockerspanielcouncilaust.com/>

Membership

- One representative from each of the NCSC (Australia) member clubs ie Queensland, New South Wales, ACT and Victoria.
- National Secretary and National President (if not already represented)
- Other content experts as required
- Website Administrator as Group Coordinator

Role

Reference group members will:

1. Propose new content for the website.
This may involve liaising with members in their club for new ideas and bringing this information forward for consideration.
2. Assess proposed new ideas and content and determine suitability.
This may involve reading and reviewing content in a timely manner, providing written and verbal feedback as required, examining other websites.
3. Make decisions and decide on new content to be added to the website.

Responsibilities

- Members will work with the website administrator and other members of the Reference Group in a constructive and positive manner.
- Provide feedback
- Consider other points of view.
- Accept the decisions of the group.
- Liaise with member clubs as required.

Time required

It is not envisaged that membership tasks would be onerous.

There may be an initial start-up zoom meeting when membership is confirmed. After that the majority of tasks would be done by email unless the group felt that a zoom meeting discussion on specific matters was required.

Appointment process

National Secretary to call for nominations from member clubs.

Length of appointment

Members to be appointed for a period of two years.