



ANZSN Website and Membership Database Project

Advisory Panel Terms of Reference

Role

The role of the Advisory Panel is to provide advice to Council on the specification, solution selection and implementation of a new (or revised) website and membership database for the ANZSN.

Functions

- Develop a business specification which defines requirements in relation to the structure, content, functionality and look and feel of the ANZSN website and database;
- Recommend a strategy for the future direction of the multiple websites for the Society, including the Kidney eLearning Hub, Kidney School, ANZSIN and proposed Green site;
- Review, assess and recommend a shortlist of products and product vendors capable of delivering the ANZSN website and database business specification;
- Recommend a preferred procurement model to Council for the development and implementation of the preferred website and data base, based on an assessment of benefits, risks and costs; and
- If required, oversee the procurement and implementation process.

Reporting line

The Advisory Panel reports to Council via the Honorary Executive comprising the President, the President Elect, the Honorary Executive Officer and the Honorary Treasurer.

Timeframe

The Advisory Committee is to submit a report detailing the recommended solution and the associated business specification and procurement model to Council at its June 2020 meeting.

Membership

- The Advisory Panel will comprise the following members:
 - the Honorary Treasurer, ANZSN (Chair), who has a casting vote on all matters;
 - the Honorary Executive Officer, ANZSN;
 - the Chairs of SPAC/ETC, RAC (one nominated Co-Chair), DAC and CPAC, who will act as conduits for information sharing with and from those committees;

- the Chair of the Green Nephrology Action Team (which is in the process of developing a green website), who will act as a conduit for information sharing with and from those committees;
- the Education Portfolio Lead for the ETC (who can speak to the ANZSN Kidney eLearning Hub and the Kidney School website);
- Two (2) ordinary members of the ANZSN, one of which must be from New Zealand;
- Two (2) affiliate members.

Term

- The term of the appointment will align with the period required to develop, procure and implement a new ANZSN website and membership data base.

Secretariat

- The ANZSN Office will provide secretariat services to the Advisory Panel