

AUSTRALIAN AND NEW ZEALAND SOCIETY OF NEPHROLOGY

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ANZSN Website and Membership Database Base

Advisory Panel Terms of Reference

Role

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

Functions

- Review the current ANZSN website and database (strengths and weaknesses), set and prioritise objectives (wants and needs) and consider options (revised or new website or database);
- Develop a functional and non-functional specification which defines the agreed requirements in relation to the structure, content, functionality and look and feel of the ANZSN website and database;
- Review, assess and recommend a shortlist of vendors/products (including the existing website and database provider) capable of delivering the ANZSN website and database business specification;
- Recommend a procurement model to Council for the development and implementation of the new or revised website and database, based on an assessment of benefits, risks and costs; and
- If required, oversee the procurement and implementation process.

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);
 - the Honorary Executive Officer, ANZSN;
 - the Chairs of SPEC, RAC (one nominated Co-Chair), DAC and CPAC;
 - 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