

# **HEPDAK WEB DESIGN COMMISSION WORKING PROCEDURES AND PRINCIPLES**

# **HEPDAK WEB DESIGN COMMISSION WORKING PROCEDURES AND PRINCIPLES**

## **Purpose**

**Article 1.** The purpose of the HEPDAK Web Design Commission is to determine the working procedures and principles of the HEPDAK Web Design Commission, which has been established to ensure that the documents prepared in accordance with the mission, vision, core values and purpose of HEPDAK, as well as the announcements regarding the evaluation processes, improvements, updates and activities carried out, are made known to internal and external stakeholders simultaneously through the constantly developing and improving Turkish and English web pages.

## **Scope**

**Article 2.** This Procedures and Principles document comprises the working procedures and principles of the HEPDAK Web Design Commission and the associated regulations.

## **Basis**

**Article 3.** The working procedures and principles of the HEPDAK Web Design Commission were drawn up on the basis of the resolution of the HEPDAK Board of Directors of 04.07.2024 with the number 144.

## **Definitions and Abbreviations**

**Article 4.** Definitions and abbreviations used in this regulation:

1. HEPDAK: Association for Evaluation and Accreditation of Nursing Education Programs
2. Board of Directors: HEPDAK Board of Directors
3. Commission: HEPDAK Web Design Commission

## **Formation of the Commission**

**Article 5.** The HEPDAK Web Design Commission is established in accordance with the following principles

- a. The Commission is established by the decision of the HEPDAK Board of Directors.
- b. The commission shall consist of at least 5 members, including a chairperson and a rapporteur. The number of members can be increased if necessary.

- c. The term of office of the commission members is 3 years.
- d. A commission member whose term of office has expired may be reappointed to the HEPDAK Web Design Commission for a period of 3 years by resolution of the HEPDAK Executive Board.
- e. In case of resignation from the commission membership for any reason before the end of the term of office, the Board of Directors appoints a new member.

### **Working Principles and Duties of the Commission**

**Article 6.** The HEPDAK Web Design Commission fulfills its duties and operates within the framework of the following principles:

**Article 6.1** The working principles of the HEPDAK Web Design Commission are as follows

1. The Commission first establishes the working procedures and principles and realizes the job descriptions and distribution of tasks of the members.
2. It holds at least 2 meetings per year. If deemed necessary, more than 2 meetings may be held.
3. The meetings are held with the participation of the majority of the committee members. In order for the meeting to take place, the chairperson of the committee, the rapporteur and at least one member must be present.

**Article 6.2** The tasks of the HEPDAK Web Design Commission, its chairperson and its rapporteur are as follows

**Article 6.2.1** Tasks of the HEPDAK Web Design Commission:

- a. Publishing regulations and updates on the activities of the HEPDAK and its commissions on the website,
- b. Publication of HEPDAK's views on the discipline of nursing and nursing education in Turkey,
- c. Publishing announcements on the activities of the HEPDAK and its commissions,
- d. Publication of the list of faculty and student evaluators who will participate in the accreditation studies,
- e. Announcement of national and international courses, seminars, conferences, panels, workshops, etc. organized to achieve the objectives of the HEPDAK,

- f. Sharing educational materials (videos, reports, etc.) that serve as a guide for accredited nursing education programs or those preparing for accreditation,
- g. To publish the list of nursing education programs that have been evaluated and qualified for accreditation by HEPDAK,
- h. The publication of regular progress reports on the activities of the HEPDAK.

#### **Article 6.2.2 Duties of the Chair of the HEPDAK Web Design Commission**

- 1. Ensure that the working procedures and principles of the Commission are established with the participation of the members,
- 2. Represent the Commission on the Board,
- 3. Ensure that the Commission operates in accordance with its procedures and principles, objectives and scope of activities,
- 4. To call the Commission to regular or emergency meetings,
- 5. Ensuring that the Commission's activity report is prepared once a year and submitted to the Association's management.

#### **Article 6.2.3 Duties of the Rapporteur of the HEPDAK Web Design Commission**

- 1. Drafting the decisions of the Commission meeting, preparing the minutes of the meeting,
- 2. Preparing the draft of the Commission's activity report and presenting it to the Commission for comment,
- 3. Forwarding the date of the meeting, the agenda and information and documents relating to the agenda to the Commission members,
- 4. Preparing letters to be written on behalf of the Commission, if deemed necessary.

**Article 7:** The expenses required for the Commission's WEB design activities are covered by the HEPDAK Economic Enterprise upon the decision of the HEPDAK Board of Directors.

**Article 8.** The Commission reports to the HEPDAK Board of Directors.

#### **Operation**

**Article 9.** These procedures and principles have been accepted and entered into force by decision of the Board of Directors of 04.07.2024 under number 144.

## **Enforcement**

**Article 10.** The provisions of this document on procedures and principles are executed by the HEPDAK Board of Directors.