

1. Title

ServasOnline Development and Support Team (SI-Dev)

2. Purpose

The ServasOnline Development and Support Team (SI-Dev) is responsible for designing, developing, and supporting the SevasOnline (servas.org) member website and database.

3. Scope and Responsibilities

- Design the member database, according to the needs of the Servas community
 - Gather input from the Servas community for the requirements
 - Draft solutions and review with the team before implementing
 - Provide feedback to the Servas community about changes
- Implement the website structure for general content, based on designs with the SI-Media and Communications Team
- Write code to implement the website and member database
- FAQ and Contact Us Help system
- Provide training sessions and materials for major updates
- Review Servas Systems and identify issues to be addressed.

4. Authority

- The SI-DEV team may make system design and implementation changes based on the skills and experience of the team. Such decisions are necessary to maintain effective project workflows and timelines.
- The SI-Dev team will use input and feedback from the Servas community during the design and implementation process.
- Design decisions which have a major impact on Servas policies and procedures are escalated to SI Exco through the Membership Technology Secretary (MTS).
- The MTS has final authority for decisions made by this team.

5. Membership

- SI-Dev team members must be members in good standing with Servas.
- SI-Dev team membership is open to all Servas members with the approval of the MTS.
- Where specific skills are needed, new members for the team will be actively recruited from the worldwide Servas membership
- The SI-Dev team comes from a diverse range of Servas Groups which helps in the development of a platform that meets the needs of the many diverse cultures and languages.
- There are no limitations to the term length of SI-Dev team members.

6. Meeting Procedures

- This team meets frequently online to discuss and make decisions for the work that is ongoing, typically weekly.
- Decisions are made when possible by consensus. The MTS is the final decision maker.
- Development meetings happen as needed - often daily

7. Funding

- The SI-Dev team requires consistent funding for professional design and development services.
- Funding is approved by SI Exco, and is part of the yearly budget.
- Monthly invoices are approved by the MTS and sent to the SI Treasurer for payment.

8. Reporting

- This team reports to the MTS on a monthly basis.
- The MTS includes this report as a part of their monthly report to SI Exco.

9. Review and Amendments

- The mandate document will be reviewed yearly.
- The mandate document will be updated as needed.