

DRAFT 3/7/17 by Jonathan Brown

POSITION: Information Technology Committee

Approved by Coordinating Committee _____

NOMINATION AND APPROVAL: ~~NPYM~~ Nominating Committee is responsible for filling this committee. Usually nominations are approved at Annual Session; however, Coordinating Committee or Executive Committee may also approve nominations.

TERM BEGINS: October 1

MEMBERS: The committee has ~~6-4~~ members, ~~including the Webkeeper. Co-Clerks: one serves as facilitation clerk, and one as technology clerk. The NPYM~~ In addition, the Secretary is an ex-officio member. Members need to possess a willingness to engage with technical issues and requirements, an interest in exploring the implications of technologies used by NPYM, and an ability to communicate the reasoning behind IT-related policies and procedures to others in the Yearly Meeting.

TERM LENGTH: 3-year overlapping terms.

WORKS PRIMARILY WITH: ~~NPYM~~ Secretary, Webkeeper, Archivist, Annual Session Registrar, and Coordinating Committee.

DEFINITION: Information Technology, ~~or (IT), is the group of~~ means the methods, processes, and tools for generating, sharing, and storing information, internally and externally to NPYM, along with the policies and procedures to protect the information from loss and misuse.

~~CLERKING FUNCTIONS: The Co-Clerks may reapportion their responsibilities cooperatively for optimum functioning. The facilitation clerk will make the arrangements for committee meetings, open meetings, clerk the general business portions of the committee, guide or perform the writing of policies and of reports to the Yearly Meeting or its committees, and undertake the general responsibilities of clerks in the Society of Friends. The technology clerk will conduct those portions of meetings in which discernment rests on specialized knowledge of the field, and will take responsibility for the technological responsibilities of the committee.~~

COMMITTEE FUNCTION AND RESPONSIBILITIES: The Information Technology Committee's function is to provide guidance and ~~technical support~~ oversight for the Information Technology needs of NPYM. ~~If the committee discerns that the a particular form of technical support is beyond the capability of this committee, they will seek the discernment of the Yearly Meeting through the appropriate channels on whether this support requirements should be laid down or contracted out.~~

~~This support and guidance includes:~~

- Bring~~ing~~ information technology issues to the attention of the Yearly Meeting via Executive Committee or Coordinating Committee and recommend~~ing~~ possible solutions to such issues. The committee is encouraged to season the spiritual/ethical implications of these issues ~~if so led~~.
- Develop~~ing~~ and review~~ing~~ information technology policies and procedures, and bring~~ing~~ ideas for new or changed policies to the Yearly Meeting for ~~drafting into policies adoption~~. This includes developing and implementing procedures for ensuring the integrity, ~~and security, accessibility, and long-term viability~~ of electronic information ~~for the yearly meeting~~.
- Provid~~e~~~~ing~~ ~~technical support and guidance to committees, individuals and groups within the Yearly Meeting who now use or would like to regarding the use of new information technologies to carry out their designated functions by NPYM, its officers, and committees. Guidance includes by~~ evaluating the feasibility of requests ~~from the yearly meeting~~ for expanded information technology capabilities, providing recommendations on the~~ir~~ adoption or rejection ~~of such capabilities~~, advising ~~the yearly meeting~~ on the most cost-effective means of meeting those needs, and developing strategies for implementing ~~recommended technologies those expansions that are adopted by the yearly meeting~~.
- Determin~~e~~~~ing~~ the costs of the Yearly Meeting's information technology needs, ~~including for technical support~~, and cooperat~~e~~~~ing~~ with the Finance Committee on the budgeting and expenditure of these funds.
- ~~Ensuring-Oversee~~ the proper functioning of the Yearly Meeting website and other critical technological operations of the Yearly Meeting, ~~as detailed below. In particular, by making sure that the Webkeeper, Secretary, and Annual Session Registrar are provided with the technical resources needed to do their jobs. Specific committee members or Friends not on the committee should be named for tasks that are appropriately a single person's responsibility. These persons would be accountable to the committee.~~

Website and Email

- ~~Maintain-Oversee~~ the domain-name registration for the Yearly Meeting's website.
- ~~Advise the Yearly Meeting on, and~~ the selection of a host for the website and an Internet Service Provider for the Yearly Meeting email account(s).
- ~~Make sure that the Yearly Meeting Webkeeper is provided with the technical resources needed to maintain the website.~~
- ~~Provide technical support to the Secretary and to the Annual Session Registrar.~~

Data security, integrity and privacy

- ~~• Develop, implement and maintain methods for storing and retrieving historical data of the Yearly Meeting.~~
- ~~• Ensure that critical data is backed up frequently and that the backups can be used to restore lost data.~~
- ~~• Ensure that private data maintained in electronic format by the Yearly Meeting is not publicly accessible.~~

Information accessibility

- ~~• Recommend and implement accessibility guidelines for the Yearly Meeting's electronic data, in order to ensure access by persons with physical limitations.~~
- ~~• Ensure that historical data continues to be accessible after technological advances.~~

Oversight of uses of information technology

- ~~• Help committee clerks, meeting officers and others engaged in Yearly Meeting work, to develop effective information technology policies and procedures for themselves.~~
- Investigate and recommend Guide and approve acquisition of new hardware and software for the Yearly Meeting, ~~as requested.~~
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IT Committee Technology Clerk tasks:

INDEPENDENT CONTRACTORS:

- ~~• The IT Committee p~~Provides oversight to independent contractors who may volunteer or be hired to develop and/or provide updates/enhancements to the website and Annual Meeting registration software existing NPYM applications or develop new applications approved by the committee and within budgeted parameters. Oversight shall include s p:
 - ~~• Preparing specifications for work to be done, r~~ in consultation with the committee.
 - ~~• Requesting cost estimates, and consulting appropriately with the Treasurer to assure costs are within budgeted parameters.~~
 - ~~• Being the point of contact for the vendor regarding problems, work progress and payroll or invoice issues~~
 - ~~• Receiving and inspecting bills or invoices prior to forwarding to the Treasurer for payment.~~

The IT Committee as a whole is responsible for interviewing and recommending a final candidate for a contract position. The formal hiring (and, if necessary, termination) is done by the Personnel Committee in accordance with NPYM personnel policies. The IT

Committee Clerk serves as supervisor, including checking in regularly (e.g., at least monthly by phone and more often by email as needed), approving invoices for wages and expenses before payment by the Treasurer, and conducting an annual performance review.

IT Committee Administrative Tasks

- ~~• Determine committee needs for facilitating communication and decision making among members, and obtain financial or other resources to meet such needs (e.g., travel, long distance telephone calls, conference calls, etc.).~~
- ~~• Develop annual budget for committee.~~

EXPENSES AND TRAVEL:

Reimbursement is provided for "office expense" (long-distance phone calls, postage and photocopy). Travel expense is reimbursed according to NPYM travel reimbursement policy. Submit reimbursement request with receipts to ~~NPYM~~ Treasurer.

OTHER INFORMATION:

~~A~~ The committee clerk or a designee attends Coordinating Committee meetings.