

DRAFT 3/7/17 by Jonathan Brown

POSITION: Information Technology Committee

Approved by Coordinating Committee _____

NOMINATION AND APPROVAL: 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 4 members. 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: Secretary, Webkeeper, Archivist, Annual Session Registrar, and Coordinating Committee.

DEFINITION: Information Technology (IT) 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.

COMMITTEE FUNCTION AND RESPONSIBILITIES: The Information Technology Committee's function is to provide guidance and oversight for the Information Technology needs of NPYM.

- Bring information technology issues to the attention of the Yearly Meeting via Executive Committee or Coordinating Committee and recommend possible solutions to such issues. The committee is encouraged to season the spiritual/ethical implications of these issues.
- Develop and review information technology policies and procedures, and bring ideas for new or changed policies to the Yearly Meeting for adoption. This includes developing and implementing procedures for ensuring the integrity, security, accessibility, and long-term viability of electronic information.
- Provide guidance regarding the use of information technologies by NPYM, its officers, and committees by evaluating the feasibility of requests for expanded information technology capabilities, providing recommendations on their adoption or rejection, advising on the most cost-effective means of meeting those needs, and developing strategies for implementing recommended technologies.

- Determine the costs of the Yearly Meeting's information technology needs, including for technical support, and cooperate with the Finance Committee on the budgeting and expenditure of these funds.
- Oversee the proper functioning of the Yearly Meeting website and other critical technological operations of the Yearly Meeting. In particular, by making sure that the Webkeeper, Secretary, and Annual Session Registrar are provided with the technical resources needed to do their jobs.
- Oversee the domain-name registration for the Yearly Meeting's website, and the selection of a host for the website and an Internet Service Provider for the Yearly Meeting email account(s).
- Guide and approve acquisition of new hardware and software for the Yearly Meeting.

INDEPENDENT CONTRACTORS: The IT Committee 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. Oversight includes preparing specifications for work to be done, requesting cost estimates, and consulting with the Treasurer to assure costs are within budgeted parameters.

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.

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 Treasurer.

OTHER INFORMATION: The committee clerk or a designee attends Coordinating Committee meetings.