POSITION: Information Technology Committee

Proposed to NPYM Coordinating Committee April 5, 2014

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

TERM BEGINS: October 1

MEMBERS: The committee has 6 members, including the Webkeeper. One member serves as administrative clerk, and one serves as technology clerk. The NPYM secretary is an ex-officio member

TERM LENGTH: 3-year overlapping terms

WORKS PRIMARILY WITH: NPYM Secretary, Webkeeper, and Coordinating Committee

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

CLERKING FUNCTIONS: The Clerks may reapportion their responsibilities cooperatively for optimum functioning. The administrative 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 technical clerk will conduct those portions of meetings in which discernment rests on specialized knowledge of the field, and will take responsibility for seeing that the technological responsibilities of the committee are carried out.

COMMITTEE FUNCTION AND RESPONSIBILITIES: The Information Technology Committee’s function is to provide guidance and technical support 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:

- Bringing information technology issues to the attention of the yearly meeting via Executive Committee or Coordinating Committee and recommending possible solutions to such issues. The committee is encouraged to season the spiritual/ethical implications of these issues if so led.

- Developing and reviewing information technology policies and procedures, and
bringing ideas for new or changed policies to the yearly meeting for drafting into policies. This includes developing and implementing procedures for ensuring the integrity and security of electronic information for the yearly meeting.

- Providing technical support and guidance to committees, individuals and groups within the Yearly Meeting who now use or would like to use new information technologies to carry out their designated functions. Guidance includes evaluating the feasibility of requests from the yearly meeting for expanded information technology capabilities, providing recommendations on the 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 those expansions that are adopted by the yearly meeting.

- Determining the costs of the yearly meeting’s information technology needs, and cooperating with the Finance committee on the budgeting and expenditure of these funds.

- Ensuring the proper functioning of the yearly meeting website and other critical technological operations of the yearly meeting, as detailed below. 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 the domain-name registration for the Yearly Meeting’s website.
  - Advise the Yearly Meeting on 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 web keeper 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 acquisition of new hardware and software for the yearly meeting, as requested.

IT Committee -Technology Clerk tasks:
- Provide oversight to independent contractors who may volunteer or be hired to provide updates/enhancements to existing NPYM applications or develop new applications approved by the committee and within budgeted parameters. Oversight may include:
  - Preparing specifications for work to be done 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.

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 committee clerk or designee attends Coordinating Committee meetings.