

Technology Committee Charge

Approved, August, 2015

Purpose: The purpose of the Technology Committee is to provide information technology support to the church. The Technology Committee reviews and identifies IT needs, directs the acquisition of IT assets and oversees their ongoing maintenance. The Technology Committee operates as a standing board committee within the Operations Council.

Charge: The Technology Committee works with staff and other groups of the church to manage wired and wireless networks and the church-owned devices on those networks. These include the telephone systems, staff and volunteer computers, routers and other components of the local and wide-area networks. It does not include personal devices such as tablets, laptops or smartphones, the web site or social media.

Management of some special application devices are excluded from the purview of the Technology Committee and handled by another group. Examples include credit card swipe devices that are managed by the Finance Committee, and alarm/alert devices that may be covered by the Campus Preparedness Committee. The church's sound systems are also not included in the scope of the Technology Committee.

The responsibilities of the Technology Committee are to ...

- Manage the data networks (wired and wireless) throughout the church campus.
- Make recommendations on PC hardware and software purchases and upgrades, and assist with their installation.
- Ensure that key technical information (configurations, passwords, etc.) are stored properly and shared among appropriate individuals.
- Evaluate outsourcing options and make recommendations for changes. As an example, they may recommend signing up with a third party for desktop support.
- Provide recommendations on office productivity and related software (e.g. Office)
- Assist staff and volunteers on application system acquisitions, upgrades and other support initiatives as requested. For instance, the Technology Committee may help with implementation of a new Shelby system. They should not be expected to drive such a project.

The chair(s) of the Technology Committee will provide regular reports to the Operations Council Chair, normally monthly, and submit an annual report to the congregation in May.