

TES Information Technology Committee Charter:

Mission Statement:

To provide support, administration, and advice in all aspects of TES' technical infrastructure in order to manage the organization's digital presence, processes, and assets.

Description:

TES hosts web applications for the organization, manages email lists, e-commerce sites for registration and membership functions, as well as Google Groups. The IT Committee is essential to maintain these resources as well as implementing new technical solutions to support the TES mission. IT staff should endeavor respond to technical requests promptly and effectively.

Tasks & Responsibilities:

1. Maintain infrastructure and accessibility of TES-owned digital resources and associated hardware
2. PCI compliance (Payment Card Industry Security Standard)
3. Ensure confidentiality of our membership
4. Provide Monthly Reports
5. Strive to respond to IT requests within 24 hours.
6. Provide appropriate levels of access of the above resources to approved users
7. Full review of all access permissions following elections and as directed by the Board of Director
8. Recommend best practices regarding the implementation of the above to the Board of Directors
9. Implement the above as directed by the Board of Directors

Appointed Roles:

- Chair
- Vice Chair
- TES Fest IT Chair (is a member of the general IT committee and is answerable to the TES IT Chair, but is determined by the TES Fest Chair)

Prerequisites & Skills:

1. Chair: Sufficient minimum understanding of all currently utilized systems and applications necessary to supervise the activities of the committee.
2. Committee Members: Proficiency in applications necessary to accomplish tasks/roles delegated by the Chair.

Monthly Commitment:

1. Business as Usual Operations tasks: 10-20 hours
2. Website Upgrades: 20 hours
3. Special projects: 20 hours

Necessary Resources:

1. Budget for cloud resources
2. Hosting for documentation
3. Equipment

Guidelines by which to measure success:

1. PCI Compliance for secure website
2. Improvements in Website technology
3. Responsiveness to IT requests

Incentives:

1. IT Volunteers will be included in determining feature set prioritization, allowing them to work on the projects that interest them

Ratified 6/13/2019