Operating Policy – Information Technology (IT) Advisory Committee

# Purpose

## To define the membership, duties, and procedures of the Information Technology (IT) Advisory Committee.

# Committee Membership

## Membership of the Committee shall consist of:

### The Director of Information Technology (IT) as the Chair;

### The Senior IT Technician;

### The AVTek Technical Coordinator;

### The Underground Creative Director & Manager;

### The Vice-President (Administration);

### The Vice-President (Finance);

### The Director of Finance;

### One (1) SRA Member;

### Any other non-voting members selected by the Committee.

## Quorum shall constitute the majority of voting members, including the Chair.

# Duties of the Committee

## The Committee shall process all IT matters of the McMaster Students Union (MSU), including, but not limited to, the following tasks:

### Draft and recommend a three- (3) year IT Strategic Plan to the Student Representative Assembly (SRA) for approval every (3) years;

### Review, maintain, and uphold all policies, protocols, and plans pertaining to the following MSU IT operations, including, but not limited to:

#### Networks;

#### Websites;

#### Workstations;

#### Points of sales (PoS) systems;

#### Software; and

#### Security.

### Receive, prioritize, and process all requests for technological maintenance, modifications, upgrades from Departments of the MSU;

#### Place these in accordance with the IT Strategic Plan.

### Work with IT consultants to ensure efficient implementation of new technologies, where appropriate.

## The Committee shall meet at least once per month.

# Duties of the Chair

## The Chair shall coordinate the activities of the IT Advisory Committee.