



Operating Policy – Information Technology (IT) Advisory Committee

1. Purpose

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

2. Committee Membership

- 2.1. Membership of the Committee shall consist of:

- 2.1.1. The Director of Information Technology (IT) as the Chair;
- 2.1.2. The Senior IT Technician;
- 2.1.3. The AVTek Technical Coordinator;
- 2.1.4. The Underground Creative Director & Manager;
- 2.1.5. The Vice-President (Administration);
- 2.1.6. The Vice-President (Finance);
- 2.1.7. The Director of Finance;
- 2.1.8. One (1) SRA Member;
- 2.1.9. Any other non-voting members selected by the Committee.

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

3. Duties of the Committee

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

- 3.1.1. Draft and recommend a three (3) year IT Strategic Plan to the Student Representative Assembly (SRA) for approval every (3) years;
- 3.1.2. Review, maintain, and uphold all policies, protocols, and plans pertaining to the following MSU IT operations, including, but not limited to:
 - 3.1.2.1. Networks;
 - 3.1.2.2. Websites;
 - 3.1.2.3. Workstations;

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- 3.1.2.4. Points of sales (PoS) systems;
- 3.1.2.5. Software; and
- 3.1.2.6. Security.

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

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

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

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

4. Duties of the Chair

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