

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 Senior Technician & Web Developer~~; **Web Developer & Senior Technician**
 - 2.1.2. The AVTek Technical Coordinator;
 - 2.1.3. The Underground Creative Director & Manager;
 - 2.1.4. The Vice-President (Administration);
 - 2.1.5. The Vice-President (Finance);
 - 2.1.6. The Director of Finance;
 - 2.1.7. One (1) SRA Member;
 - 2.1.8. 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;
 - 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.

Commented [PT1]: Name Change to be better reflective of Web Development Focus. Per meeting with John & Gang