Technology Sub-Committee Terms of Reference

Purpose

The Technology Sub-Committee is an integral part of the Society's operations, helping to promote and advance the Society's mission using technology. The Technology Sub-Committee is responsible for identifying and recommending technology solutions that can improve the efficiency and effectiveness of the Society's operations.

Composition

The Sub-Committee should consist of two members of the Management Committee. Specialist skills, knowledge, and experience may be acquired by co-opting additional members for the term. At least one of the members must have a background or experience in technology or IT.

Appointment

The members of the Sub-Committee will be determined by the Management Committee at their first meeting after each year's Annual General Meeting (AGM) and will remain in place until the following AGM.

Frequency of Meetings

The Sub-Committee shall meet at least two times each year. A quorum at each meeting shall be 2 members. Sub-Committee members may convene additional meetings, where necessary.

Record of Meetings

The Sub-Committee shall ensure that an agreed written record of each of their meetings is forwarded to the Deputy Director (Finance and Administration) for record keeping.

Reporting

The Sub-committee's performance will be reviewed annually by the Management Committee.

Functions

- Identifying and recommending technology solutions that can enhance operational efficiency and streamline processes.
- Researching and suggesting funding opportunities, including technology grants, to support the implementation of technology solutions.
- Collaborating with internal and external stakeholders to create innovative technology solutions that address the Society's needs and goals.
- Introducing vendors, tech providers, and partners who may be able to aid in implementing technology solutions.
- Overseeing the implementation of technology solutions, monitoring progress, and recommending improvements.
- Providing guidance to Society staff and volunteers on the use of technology solutions.
- Reviewing and evaluating technology reports, security matters, and providing expertise advice to the Society.
- Ensuring technology solutions are secure, compliant with data protection regulations, and align with the Society's values and mission.
- Monitoring the Society's compliance with data protection, cybersecurity measures, and protecting against vulnerabilities.

The Management Committee will be responsible for all final decisions.

Sub-committee members FY2022/2023

- Mr Mohammad Matin Mohdari
- Mr David Rule
- Mr Daniel Ho
- *Mr Patrick (co-opted)*

These Terms of Reference will be reviewed annually. Any changes that are considered necessary will be recommended to the Management Committee for approval.

Updated: February 2023