

New York-New Jersey Trail Conference Technology Committee Charter

Purpose

The Technology Committee is established to work in collaboration with the Executive Director to create Trail Conference organization-wide technology strategy, technology plans and to provide implementation oversight.

Responsibilities

- Act as the clearinghouse for all new technologies under consideration.
- Work with Trail Conference organizational stakeholders to determine technology requirements.
- Develop technology plans, create appropriate documents, engage vendors as needed, make selection recommendations, and provide oversight for vendor projects.
- Create and present technology strategy in support of Trail Conference long term direction and vision, for Executive Director and Board approval.
- Identify technology policy needs for Policy Council consideration.
- Prepare technology budget needs as part of the annual planning process. Proposals may include required upgrades, staff, and third party support in anticipation of mission needs and technology trends.
- Prepare annual reports for the Executive Director and Board.

Membership

- The Committee will be comprised of 3 or more members appointed by the Executive Director.
- Each year the Executive Director will recommend a Committee Chair candidate to the Board Chair for Board approval.
- Terms on the Technology Committee are for one calendar year. Members may be reappointed by the nomination and approval process above.
- Composition of the Committee should be reviewed periodically to consider the need to bring on new members to broaden expertise and address anticipated technology needs.
- The Executive Director will name a staff member as the primary liaison to the Committee and Project Manager(s) as needed.
- The Committee may establish task forces consisting of its members and others for specific tasks and may select project and Task Force leaders from among its members.

Meetings

- The Committee will determine the frequency, times, and locations of its meetings.
- The Chair will convene meetings, prepare meeting agendas, and work with members to set priorities. The chair may designate any Committee member as the temporary Chair to facilitate a meeting.
- Meetings will be announced on the Trail Conference website along with agendas and minutes.
- Decisions will be by vote of the members in attendance at the meeting, either in person or by remote communication.
- Some of the work of the Committee and Task Force will be done electronically or by conference calls.

This charter approved and adopted on December 1, 2015 by the Board of Directors.