

Technology Committee Guidelines

I. Name of Group

This organization shall be known as the Technology Committee of St. John Vianney Parish

II. Authority and Relationship

The Technology Committee is a subcommittee of the Administrative Services/Finance standing committee which in turn is accountable to Parish Council. The Technology Committee shall choose a liaison that represents the subcommittee at meetings of the Administrative Services/Finance Committee as it deems necessary, participating fully in that committee's discussions and decision making.

III. Purpose

The Technology Committee advises and supports the parish and school on information technology related issues.

IV. Functions / Responsibilities

The Technology Committee will:

1. Plan for short-term and long-term technical advancements that will help advance the ministries of the parish and school.
2. Recommend and approve hardware, software, IT services and network support items to be purchased excluding materials needed for day-to-day operations.
Examples of excluded items include: printer/toner cartridges, paper, ink.
3. Oversee the parish/school website, including monitoring the on-going administrative and development needs of the website.
4. Develop policies and procedures associated with the use and maintenance of all information technology related systems and equipment.
5. Determine budget priorities in the areas of the Committee's responsibilities and make recommendations to the Administrative Services/Finance Committee.
6. Assist other parish committees with information technology-related issues as necessary.
7. Provide timely minutes of meetings accessible to the parish at large.
8. Update and submit the committee's SJV Strategic Action Plan to the Parish Planning Team as required each year.
9. Update the Archdiocesan information technology planning documents as needed.
10. Assist in the recruiting of new members and provide for their orientation to the Committee.
11. Develop standards for hardware and software.

V. Membership

Ex officio Committee members:

Pastor
Director of Parish Services
School Principal
School Technology Teacher
Website Administrator
Chairperson of Administrative Services/Finance Committee

Ex officio members participate fully in committee discussions and decision making.

Committee Members:

At-Large representatives of the entire parish (3-5, or as deemed necessary)

At-Large Members:

An at-large member must be a person 18 years of age or older who is a member of the parish. Names of potential committee members will be submitted to the chairperson and discerned for membership by the committee as a whole.

Ordinarily, at-large members of the committee shall serve a term of three years, beginning on July 1. One successive renewal term is also allowed if the Committee so discerns.

After two or more unexcused absences during one year, the member could lose her/his position on the committee, although special consideration will be given to unusual situations. Any unplanned vacancy on the committee will be filled by appointment under the direction of the chairperson. A member appointed to fill an unplanned vacancy will complete the unexpired term of office.

Members shall be parishioners with expertise and experience in technology-related areas, willing to assist the parish and school with all of its technology needs.

VI. Officers

Officers will be discerned for annual terms, with the possibility of up to two renewals as appropriate, by and from the members of the Committee at the last meeting of the fiscal year. A chairperson, a secretary, and possibly a vice-chairperson, make up the officers of the Committee.

Duties of Officers:

Chairperson

1. Shall have at least one year of committee experience;
2. Shall prepare the meeting agenda with input from the Director of Parish Services and School Principal. and other committee members
3. Shall preside at all meetings of the committee;
4. Shall have authority, with approval from the committee, to assign additional duties and responsibilities to individual committee members.

Vice-Chairperson (if determined to be needed by committee)

1. Shall have at least one year of committee experience
2. Shall preside at any meeting which the chairperson is unable to attend
3. Shall perform other additional duties assigned by the chairperson, with the approval of the committee.

Secretary

1. Shall maintain a written record of all actions of the committee;
2. Shall preserve all reports, proposals and documents entrusted to her/his care;
3. Shall arrange for the mailing of meeting minutes to all committee members and the parish in a timely fashion.

VII. Meetings

A. Type

1. Regular meetings: The Committee shall meet monthly or as deemed necessary. All meetings shall be open.
2. Special meetings
The need for additional meetings may be determined by the chairperson.

B. Decision-making Process

The Committee's manner of decision-making shall be communal discernment, which includes gathering of information, prayerful reflection and dialogue, leading to consensus. When this is not possible, the will of the majority will prevail.

VIII. Changes /Amendments

These guidelines will be reviewed and confirmed or amended by consensus on an annual basis.

Date of Approval _____

Date of Most Recent Revision _____