Name: CBI Technology Committee. *Board Approved 10/13/2020*

Purpose: To oversee & manage the effective and efficient use of Technology at CBI

Objective: To review, maintain, and plan for the use of software, hardware, digital data and networks used by CBI. This will provide business continuity, collaborative decision making, and effective use of resources.

Chair: Appointed by CBI Board

Budget: No specific funds

Meetings: Will meet at least 4 times a year.

Hierarchy: Will assist all committees with technology issues and report to the board

Scope:

1) Software (Computer applications that are installed locally and cloud usage)

    A) Keep track of software used and the costs associated with each application.

    B) As needed perform the maintenance and updates of software

    C) Conduct audits to review software programs and make sure the best applications are being used, and that they are being used effectively.

2) Hardware;

    Keep track off existing hardware, review new purchases, perform maintenance and updates of hardware for the following systems

    A) Staff computers

    B) Wifi - system

    C) Security systems

    D) Phones

    E) Servers and Hardrives

    F) Audio/Visual

3) Digital Data;

    Help staff and volunteers follow the CBI data retention policy. In addition the committee will ensure the following activities are being performed;

    A) Proper archiving of digital data

    B) Adequate security of data

    C) Appropriate access to data

    D) Data back up and testing of back up restore

4) Networks

    Make sure CBI networks in the facility are functioning, meeting peoples needs, and are the most cost efficient systems. These networks include;

A) WIFI

B) Internet

C) Security Systems

D) Phones

5) Technical Support

A) Provide a system for reporting technological problems

B) Maintain a system of providing technical support to staff, volunteers and congregants