Congregation Beth Israel Bellingham

Technology Committee Charter
Board approved 4/8/25

Name: CBI Technology Committee.

Purpose: To oversee & manage the effective and efficient use of technology at CBI. To review, maintain, and plan for the use of software, hardware, digital data and networks used by CBI. This will support business continuity, collaborative decision making, and effective use of resources.

Role and Responsibilities:

1. Assist all committees with technology issues for both new and legacy systems.
2. Software: Oversee all CBI software in computer applications that are installed locally and used in the cloud. This includes:

    - Keeping track of software used and the costs associated with each application.
    - Performing the maintenance and updates of software as needed.
    - Conducting audits to review software programs and make sure the best applications are being used, and that they are being used effectively.

3. Hardware: Keeps track of existing hardware, review new purchases, perform maintenance and updates of hardware for the following systems:

    - Staff computers
    - Wifi - system
    - Security systems
    - Phones
    - Servers and hard drives
    - Audio/Visual

4. Digital Data; Helps staff and volunteers follow the CBI data retention policy. The committee also ensures the following activities are being performed.

    - Proper archiving of digital data
    - Adequate security of data
    - Appropriate access to data
    - Data backup and testing of backup restore

5. Networks. Make sure CBI networks in the facility are functioning, meeting people's needs, and are the most cost efficient systems. These networks include:

- WIFI
- Internet
- Security Systems
- Phones

6. Provides Technical Support and training
   This includes:

   - Providing a system for reporting technological problems.
   - Maintaining a system of providing technical support to staff, volunteers and congregants.

Appointment of Chair: Appointed by CBI Board

Members:
- **Required**
  - CBI Member in good standing
- **Desirable**
  - Experience/Background in Computers and/or Technological areas.

Term Limits: Chair should work towards recruiting and training a new chair or co-chairs after serving a 6 year. term.

Budget: As needed and approved by the Board

Meeting Frequency: Meets at least 4 times per year.

Reporting and Accountability: Reports to the Board.