**SPECIFIC COMMITTEE GUIDELINES (SCG)**

**DATA COLLECTION AND INFORMATION TECHNOLOGY COMMITTEE (DCITC)**

**CHAIR-POSITION VACANT**

**Purpose:**

In addition to the General Guidelines for all committees as set forth in the Bylaws, the purpose of the DCITC is to:

* Manage all the organization’s computerized information management systems
* Maintain an electronic database to archive all official correspondence and records of the organization
* Respond to, and address, all information technology-related concerns for the organization

**Responsibilities:**

* Manage the operation of all audio-visual systems for the organization
* Make recommendations for purchase/upgrade of information technology equipment
* Monitor electronic/computer systems to efficiency in the operations of the organization

**Membership:**

The DCITC shall consist of Three (3) voting members as follows:

1. Chairperson (appointed by the Board Chair
2. Two additional voting members

**NOTE:** The Chairperson may recruit as many part-time “Supporting Members” as needed to help manage the affairs of the committee. However, these Supporting Members will not have voting privileges on business matters relating to the committee. As voting members leave the committee, the Supporting Members may become a feeder pool to replace voting members on the committee.

**Duration/Onboarding:**

The Chairperson and voting members are appointed to the committee for an initial period of two years, with an option for an additional two-year extension. Prior to appointment to the committee, all voting members will be interviewed by the Chairperson to determine their interest in, and the potential value of their contributions to, the committee. Following the interview, the Chairperson may recommend the appointment of the members to the committee. Depending upon the results of a background check, the DSOSN Board Chair will approve the appointment of the voting member to the committee.