Technology

The Technology Committee is appointed by the President with the approval of the Board of Directors. The duties and responsibilities of the Technology Committee, as designated in the Guild Bylaws are to research technology solutions compared to costs and benefits, provide technology support for existing software and hardware, and oversee guild investments in technology.

Duties occur throughout the year and include, more specifically, the following:

1. To oversee and track the Guild's technical assets (hardware, software, and subscriptions).

2. To coordinate with the President and Board to establish a budget for the upcoming year.

3. To coordinate with the Treasurer to purchase new technology, subscriptions, and licenses, while ensuring existing technology remains cost effective.

4. To attend monthly Business meetings and report on the progress of new projects and changes to existing technical resources.

5. To oversee all software and service credentials, and to provide monthly updates to the Historian for backup.

6. To ensure all digital assets owned and created by the guild are backed up and documented, including software, licenses, knowledge, data, and security credentials.

7. To build redundancy wherever possible, for technical resources that are mission critical.

8. To sell or dispose of hardware, software, or services that are no longer cost effective, with the approval of the Board.

9. To research investment requests (new technology, capabilities, options, costs, benefits) in alignment with the Guild's goals, and propose new solutions to streamline existing processes and reduce future risks.

10. To provide technical help, documentation, and support where needed.

11. To prepare a report for submission to the President and the Board by June 30th, that summarizes the activities of the Technology Committee over the past year as well as concerns and recommendations.