

Technology Committee Charter

Mission

The Technology Committee (Committee) is a standing committee appointed by International Council (IC) to assist IC in its oversight of (a) Gamma Phi Beta Sorority's (the Sorority) technology opportunities and resulting financial obligations and technology investments; and (b) operational technology risk. The Committee will review current technology, operations and risk, and develop a technology strategy, related policies and procedures and make additional recommendations as deemed necessary to IC.

Authority and Responsibilities

Policies

1. Stay informed of, assess and advise the Sorority's technology team with respect to existing trends in information technology and new technologies, applications and systems that relate to or effect the Sorority's technology strategy or programs.
2. Review technology and external trends that may affect the Sorority with staff, including monitoring of overall industry trends and significant technology opportunities and metrics.
3. Review the Sorority's technology budget and expenditures.
4. Develop a technology strategy for the Sorority using current information, external technological developments that may affect the Sorority, security threats and industry trends. Review and /or create the Sorority's technology policies including (a) obligations with respect to privacy, criminal liability, data and record retention, regulatory-mandated recordkeeping, intellectual property, records for public inspection and data protection; (b) sharing and interacting with Gamma Phi Beta chapters (Beta Base), the Gamma Phi Beta Foundation and the Gamma Phi Beta Facilities Management Company; and (c) review the major operations and technology risk exposures of the Sorority including information security, cybersecurity and fraud risks and the steps that staff has taken to monitor and control such exposures.
5. Review and/or create the Sorority's technology risk management and risk assessment guidelines and policies.
6. Make recommendations to IC regarding significant technology investments in support of the proposed technology strategy.

Educate the Board

1. Provide IC with assessments of any issues that arise with respect to cybersecurity of business continuity.
2. Review and make recommendations to IC regarding significant technology investments in support of the proposed technology strategy.

Organization

Review of Charter/Performance

The charter shall be reviewed and reassessed by the Committee at least annually, and any proposed changes shall be submitted to IC's Governance and Personnel Committee for approval. In addition, at least annually, the Committee shall evaluate its performance with an annual technology audit. The chair of the Committee, together with the Governance and Personnel Committee, shall determine the form and nature of the annual self-evaluation. The chair of the Committee shall report the results of the evaluation to the Governance and Personnel Committee

Membership/Structure/Quorum

The Committee will be comprised of one member of IC and three to five appointed members who possess technology experience and expertise including cybersecurity and business continuity and a

member of International Headquarters staff. Volunteer appointments shall be made for a term of two years. Volunteers may serve for no more than three consecutive terms. All shall be voting members. A voting member of the Committee will serve as chair. Volunteer appointments to the Committee shall be made in the same manner as all other Sorority volunteer appointments, with the chair of the Committee making the decision on all volunteer appointments. A quorum shall consist of a majority of the voting members of the Committee. The executive director, chief financial officer and director of Administration shall serve on the Committee as ex-officio, non-voting members.

Meetings

The Committee shall meet four times annually via conference call and can meet more frequent as circumstances require. The Committee can communicate between meetings via email communication. The Committee may meet in person, if necessary.

Agenda, Minutes and Reports

Agendas for the Committee meetings shall be prepared by the chair in collaboration with the staff liaisons. The Committee shall keep minutes of meetings and provide quarterly reports to IC. Minutes of all meetings shall be approved by Committee members at the following meeting. The chair shall designate a member of the Committee to serve as secretary of the meeting.