

# Technology Committee Chair

**Supervisor:** Vice Chair

**Department:** International Council Committee

**Date Created or Revised:** August 2020

## Purpose

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. Specific authority and responsibilities are listed below as a reference. The chair will lead the Committee.

## Responsibilities

The chair will lead the Committee to address the following:

- Policies
  - 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 affect the Sorority's technology strategy or programs.
  - Review technology and external trends that may affect the Sorority with staff, including monitoring of overall industry trends and significant technology opportunities and metrics.
  - Review the Sorority's technology budget and expenditures and provide adjustments, as needed.
  - Develop a technology strategy for the Sorority that supports and aligns with the Sorority's mission and business priorities using current information, external technological developments that may affect the Sorority and awareness of security threats and industry trends. Review and/or create the Sorority's technology policies, including providing guidance and advice in coordination with the Sorority's legal counsel on compliance with respect to (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.
  - Review and/or create the Sorority's technology risk management and risk assessment guidelines and policies.
  - Make recommendations to IC regarding significant technology investments in support of the proposed technology strategy.
- Board Education
  - Support IC's oversight of the use and investment in technology, including budgeting and business prioritization decisions, through training and consultation on board duties and responsibilities.

- Provide IC with assessments of any issues that arise with respect to cybersecurity of business continuity.
- Review and make recommendations to IC regarding significant technology investments in support of the proposed technology strategy.
- Regularly communicate to IC through committee reporting mechanisms on technology threats and trend information, compliance considerations and potential areas of risk.

### **Expectations**

- The Committee shall hold regular meetings at least four times yearly and as necessary via conference call and can meet more frequently as circumstances require. When appropriate, the Committee may meet in person. The Committee can communicate between meetings via email communication.
- No travel is expected for this role. Any changes in travel expectations will be communicated to volunteers.
- Complete basic Fidelity volunteer modules and other required training.

### **Preferred Competencies and Experiences**

- Gamma Phi Beta volunteer experience.
- Ability to lead a virtual team.
- Good communication skills.
- Creative and innovative mindset.
- Ability to work independently or to lead a project.
- Background and/or expertise in areas relating to technology such as: cybersecurity, software tools, understanding of IT systems, information technology vendor responsibilities, information governance, privacy, technology compliance, awareness of and exposure to emerging technologies, using technology as a business driver and data breaches and incident response best practices.
- General background and/or experience that would be helpful in this role: non-profit board governance and responsibilities, project management, strategic planning, risk management experience or knowledge and experience conducting training.
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