



## **INFORMATION TECHNOLOGY SERVICES (ITS)**

### **Committee Charter**

Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VIII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Information Technology Services (ITS) Committee and grants to the Committee authority specifically stated within the GRF governing documents.

In accordance with Article VII, Section I, of the Bylaws, the committee chair and members shall be appointed by the GRF President and approved by action of the BOD.

#### **1. PURPOSE:**

Oversee the operation of the ITS Department; Information Technology Services includes all activities concerned with the electronic support of the Foundation's operations. These include oversight and functioning of the Foundation's computer and electronic communication hardware and software systems, security monitoring devices, web site, electronic message signs and texting services. It also includes management of the foundation's internet-connected monitoring devices and/or software for office and human resources management, as well as financial, inventory and environmental control systems.

#### **2. DUTIES:**

- 2.1. This Standing Committee may operate as a separate entity but has a duty to work cooperatively with other Standing Committees when projects and responsibilities overlap;
- 2.2. Publish an agenda four (4) days in advance of the Committee meeting;
- 2.3. The Committee Chair shall, with the approval of the Committee, appoint a Vice-Chair;
- 2.4. Review monthly staff report formats to be included in the monthly agenda;
- 2.5. Meet with the ITS Department staff monthly or whenever such meetings are deemed necessary, unless cancelled by the chair;
- 2.6. To be aware, through study and research, that the technical reporting, procedures and practices of the ITS Department, including the GRF website, all electronic communications and devices are maintained according to Industry Standards;
- 2.7. Review monthly budget comparison for cost center 934;
- 2.8. Assist the BOD in understanding the compliance with any contracts relating to information technology;
- 2.9. Analyze request for action emanating from the GRF Board of Directors, Mutual Board, Administration and members;
- 2.10. Provide an initial approval and recommendation to the Finance Committee of

(Nov 22)

**GOLDEN RAIN FOUNDATION Seal Beach,  
California**



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the annual budget for cost center 934 including Capital requests and upcoming Reserve replacements;

- 2.11. Review policies for cost center 934 every two years and send recommended changes to the GRF BOD for approval;
- 2.12. Originate and develop ideas, plans, and programs pertinent to these areas; and
- 2.13. Furnish a report at the GRF annual meeting.

### **3. LIMITATIONS:**

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity.

Regulatory or supervisory activities affecting employed personnel are functions of Management and not to be encroached upon by any Committee Chairperson or member, either individually or collectively.

The Committee does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of the GRF BOD. Authority to authorize contracts and/or expenses rests solely with the BOD.

#### **Document History**

Adopted: 20 Mar 07	Amended: 21 Jun 16	Rescinded: 28 Mar 17
Amended: 25 Sep 18	Amended: 23 Jul 19	Rescinded: 24 Sep 19
Adopted: 17 Jun 22	Amended: 22 Nov 22	

**Keywords:** ITS Charter Information Technology