Charter

Technology Advisory Group (TAG)

## Mission statement or statement of purpose

The Technology Advisory Group helps to make recommendations and strategies to best serve MAPE, its members, and stakeholders to promote membership, communication, and best-practice data solutions.

## Committee membership

The Technology Advisory Group will consist of

* Minimum of 3 BOD members, but no more than 5. (Voting)
* MAPE Technology staff personnel, up to the same number of board members. (Voting)
* Other MAPE members or staff necessary to fulfill the group’s mission. (Non-voting)
* meetings

The President will appoint the Technology Advisory Group members. The members of the Technology Advisory Group will elect their Chair(s) from the BOD that are on the Committee. Members and Chair(s) will serve a term of one year. The President may fill vacancies on the Technology Advisory Group and may remove a member from the Technology Advisory Group at any time with Just cause.

## Authority

The Technology Advisory Group has no expressed or implied power or authority.

## Responsibilities

The Technology Advisory Group will be responsible for the following:

* Works together to come up with solutions to technology needs for MAPE, its members, and stakeholders.
* Develop a flexible and evolving IT Strategy that aligns with the MAPE strategic plan.
* Advise the BOD or other MAPE entities on risk, cost, and investment in IT. All capital expenditures recommended will come to the Board as a presentation for approval. They will include project overview, budget, timeline, responsibilities, and the impact of the proposal for interested parties of MAPE.
* May help in testing and evaluating solutions based on need.

Reporting

The Technology Advisory Group will report its activities to the Board of Directors on a monthly basis.

## Meetings

The Technology Advisory Group will meet bi-monthly specifically to address governance decisions related to MAPE technology, unless otherwise dictated by activity that requires attention. The need for a meeting will be decided by the Chair and Vice Chair, with consultation of MAPE President as needed. Minutes will be kept on a per-meeting basis and forwarded to the Board Secretary. Any work, outside of consultation, requested of the TAG group requires approval from the MAPE President or MAPE Treasurer.

Lost time will be approved by the MAPE President or MAPE Treasurer.

The Technology Advisory Group will review its charter at least biannually and recommend any proposed changes to the Board of Directors for review.

This charter was written by NAME and approved by the Board of Directors on MONTH XX, 20XX. This charter was last updated on MONTH XX, 20XX.

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Board President Board Secretary