SECTION 7

INFORMATION TECHNOLOGY
NUMBER 7.1 VICE PRESIDENT OF INFORMATION TECHNOLOGY

EFFECTIVE: January 2010

Policy

The Information Technology Committee is established for the purpose of monitoring information technology trends and advising the Board and its various committees on the impact of those trends on their plans and activities.

The Vice President of Information Technology serves as the Board Liaison to the Director, Technical Services. The Vice President works with the Director to keep abreast of issues related to Information Technology with regards to IT-based concerns (e.g., business continuity, data security, website security, access to information, IT infrastructure, software planning and implementation, etc.) and also with regards to INFORMS activities in which IT plays a supporting role (e.g., website design/functionality, analysis of membership activity).

The Vice President of Information Technology is expected to have both an inward focus (e.g., how well INFORMS systems are being supported and maintained) as well as an outward focus (e.g., how well INFORMS systems interact with other electronic portals; how well INFORMS systems support INFORMS strategic initiatives).

PROCEDURES

The Vice President of Information Technology is elected for a two-year term by the membership of INFORMS, normally in an INFORMS general election, according to the bylaws. Recognizing that the IT-related needs of INFORMS will vary over time, candidates for the position should have demonstrated experience either in technical aspects of Information Technology (e.g., software design, hardware capabilities, etc.) or in the use and implementation of large-scale software systems. The Vice President may run unopposed for a second two-year term.

The primary responsibilities of the VP - IT include:

- Communicates with the Director, Technical Services at least monthly
- Solicits input from Board Members, INFORMS staff, and the Information Technology Committee regarding IT-related concerns, trends, initiatives, and issues
- Works with Director, Technical Services to develop and communicate IT plans and submits them for Board approval. These plans should reflect INFORMS strategic goals and initiatives.
- Annually, recommends members for IT Committee. Ideally, these recommendations will be made during the Board meeting that occurs in conjunction with the INFORMS annual meeting (number of recommendations depends on number of terms expiring)
• Plans and leads meetings, at least quarterly via conference call, of the IT Committee, consulting with the Director Technical Services and the IT Committee to establish the agendas
• Reviews IT budgetary issues and decisions with Director, Technical Services and the IT Committee
• Participates in ad hoc Committees established by the Board, subject to interests and qualifications
• Works with the IT Committee to support the efforts of the Director, Technical Services with respect to IT systems initiatives, evaluations, acquisitions and implementations, including anticipating and defining resource requirements, evaluating the extent to which these requirements are met, reporting deficiencies and making recommendations to address them to the Board
• Works with Director, Technical Services, identify and explain to Board, substantive deviations from the IT budget in terms of revenue or expenses and include this information in reports to the Board
NUMBER 7.2 INFORMATION TECHNOLOGY COMMITTEE

EFFECTIVE: JANUARY 1997

POLICY

The Information Technology Committee is established for the purpose of monitoring information technology trends and advising the Board and its various committees on the impact of those trends on their plans and activities.

PROCEDURES

Membership

The Vice President of Information Technology chairs this committee. The President, with approval of the Board, normally appoints new members of the committee each year. The Director of Publications and the Director of Information Technology (or the acting department heads) serve as ex officio members without vote.

Relation to the Board

The Information Technology Committee will report to the Board through written reports submitted prior to national meeting(s).

Functions

1. To monitor and determine the current state of information technology use in the Institute and current state-of-the-art information technology use in similar organizations.
2. To advise on the development of plans for the use of information technology in the administration of the Institute.
3. To advise on the development of plans for electronic products and services (existing and new) for the Institute.

Meetings

The Information Technology Committee will meet at least once between national meeting(s). Meetings may be held by conference call, but normally at least one meeting per year should be face to face. A quorum will consist of the chair and at least half the other members.

RELATED DOCUMENTS:

INFORMS Policies and Procedures Manual, Section 2, General Procedures