



THE ALMA MATER SOCIETY OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER

AMS FINANCE COMMITTEE

IT Subcommittee Terms of Reference

Purpose

The purpose of the Information Technology Committee (ITC) is to have active participation from the AMS senior management - Student Executives, on prioritization recommendations for Information Technology (IT) efforts and strategic alignment of IT's efforts with the AMS IT goals.

Note the IT Subcommittee shall be administered by the Finance Committee.

Term

The Terms of Reference is effective from January 2017 and continues indefinitely.

Membership

The IT Subcommittee will comprise:

1. The Vice President Finance
(Chair)

2. The Vice President
Administration
3. One (1) member elected from the Executive
Committee

4. Managing
Director

5. IT Manager & Infrastructure
Architect

6. Financial systems
coordinator

7. Other representatives as designated by the Finance
Committee

Roles and Responsibilities

The roles and responsibilities of the IT Committee include:

1. To review and approve departmental IT proposals and recommendations from the IT Department

2. To produce prioritized recommendations on IT projects while ensuring they align with the AMS IT strategic goals

3. To Review IT Policy

4. To review and coordinate other IT related

issues (e.g., data security; project finance; compliance policy and enforcement IT security procedures etc.)

5. The ITC provides documentation on their recommendation for IT priorities regarding departmental IT proposals. The structure of the ITC is as follows:
 1. The IT department will collect project requests and submit them to the ITC for review and final decision making
 2. All project requests need to be submitted via standard IT proposal template

Meetings

- a. Meets shall be held at least once a month to fulfill responsibilities as mentioned above.

Updated: July, 2nd 2019