

## **ENCORE LEARNING INFORMATION TECHNOLOGY COMMITTEE**

The Information Technology (IT) Committee reviews and recommends improvements and enhancements to hardware and software to meet organizational needs.

**The IT Chair may do any of the following or develop a committee to support these functions:**

Sits on the Encore Learning Board of Directors and is expected to attend bi-monthly board meetings on the third Fridays and submit written reports of activities.

May assist the Class Aides and Instructors with training and support as requested.

May assist staff with data projects as requested.

May assist members and instructors with technology issues.

Approve purchase of computer and other hardware, may assist with comparing options and pricing of IT related purchases for the ED and Staff.

May assist with installation of hardware or software and disposition of hardware for the ED and Staff.

Develops IT related policies, in coordination with staff.

Advises on IT related issues such as security, database management, software installation, password management, and website issues.

May represent Encore Learning at other community events or meetings.

**The IT Committee can be developed to support these functions and may be crucial if there are new initiatives that occur during a year such as website redesign or database acquisition.**