

## **Charter - SWCA Technology Committee**

**Overview:** The technology committee is responsible for recommending new technology and ensuring the maintenance of existing technology for the Spanish Wells Community and all SWCA committees.

**Resolved:** The Technology Committee will be chaired by a person with the technology background and understanding of the requirements for providing the above noted services.

**The duties of the Technology Committee shall include, but not be limited to, the following:**

- Assist in the development of any proposal which includes the use of technology in support of the ongoing daily operation of the Spanish Wells Community Association. This could include the creation of an RFP/RFQ for said technology.
- Work with the Finance Committee as it negotiates new or revised contracts for community technology services which could include: cable, telephony, website, security, social media or internet services.
- Work with the Public Safety Committee to ensure that the various hardware components and systems used to control access to the Spanish Wells Community are appropriate to maintain safe physical and electronic access. (i.e.; gate access, cameras scanners, etc.)
- Work with the CAM to ensure that the various systems used to maintain electronic communications and access control to the Spanish Wells Community are secure and in compliance with the any vendor's service level agreements (SLA).
- Act as the liaison between the SWG&CC and SWCA whenever any change in the SWG&CC technology base could impact SWCA.
- In coordination with the Finance Committee, provide updated reports on negotiations to the board as they progress, and a final report/summary upon their completion.
- Oversee all work necessary to fulfill any board approved contracts regarding technology. Regular reports will be provided to the board as the work progresses.
- Assist the CAM in providing the board with regular updates on service problems, outages, and complaints that may be brought to their attention.
- Escalate any technology issues which the CAM is unable to resolve within any service level agreements in a timely manner.

- The Chair of the Committee may include as many qualified members as he/she deems appropriate to complete the tasks at hand. In extreme situations, paid professionals may be considered, with board approval.
- The Committee will meet as often as deemed necessary by the chair.

Revised 01/18/2023