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## Technology Committee Structure and Position Descriptions

### **Purpose**

The Technology Committee shall exist to develop platforms and processes to support and inform the work of aasp to internal and external stakeholders. This committee will develop and implement a technology plan that will promote aasp's mission, vision, and values.

Work includes but is not limited to the following:

- Maintain a technology plan that aligns with organizational recommendations
- Assess the technological needs and opportunities for the organization
- Make recommendations concerning acquisition, implementation, maintenance, and upgrading of all technology and platforms within a secure and robust infrastructure
- Identify and promote resource procurement to advance technology and its use by aasp and its membership
- Recommend allocation of technology resources in accordance with the AASP strategic plan
- Maintain website technology to optimize disseminate technology-related information to the AASP community, assess website technology use
- Address emerging issues in the use of different types of technology;
- Act as a staff and board resource on aspects of technology

### **STRUCTURE**

This committee will be comprised of one chair, a board liaison, and five to six members who will serve staggered two-year terms with new members appointed annually. All roles are filled by member volunteers. The Chair will be appointed by the aasp board president and all committee members will be selected by the chair of the committee. Roles are defined by the board of directors.

### **ROLES & RESPONSIBILITIES:**

1. Review, recommend and advocate for the AASP's information technology direction, capabilities, strategic objectives, and resource allocation
2. Identify opportunities where information technology can assist AASP in achieving its goals, and evaluate the readiness of AASP to leverage such technologies
3. Establish and monitor measurable objectives for information technology to ensure alignment with strategic objectives
4. Ensure that information technology is appropriately incorporated into all aasp planning initiatives
5. Advise and recommend information technology strategies and approaches to enhance and simplify the end user experience

6. Assess current technology effectiveness and manage all technological platforms and upkeep.
7. Identify, prioritize and recommend areas for expansion of technology utilization for the enhancement of the associations programs, services and management.
8. Recommend funding strategies and priorities for major technology spending
9. Receive regular reports from the aasp Board liaison, and review and respond as appropriate
10. Manage the maintenance and upkeep of the technological platform for the FundSvcs listserv and website.
11. Establish (as needed) technology subcommittees.
12. Advise the Governing Board about the information technology needs and concerns of aasp.

### MEETING SCHEDULES

The committee meets 6 times per year and serves as the oversight group for AASP's marketing, communication and technology platform.

### CHAIR OF THE TECHNOLOGY COMMITTEE:

- Volunteer appointed by aasp board President
- Must serve at least two years on the committee before assuming Chair position
- Must be an aasp member in good standing
- A Board Liaison from the aasp Board of Directors will be identified annually at the post-Summit Board meeting.

