Information Technology Committee Charter

As approved by the SPIE Board of Directors 13 Nov 2020

Purpose

Provide oversight and governance for the information technology plans of the Society including software development, business systems and platforms, operations, security, data governance, and business intelligence.

Goals and Deliverables

Responsibilities include but are not necessarily limited to the following:

1. Propose high-level IT policies relating to all areas of digital services provided by the Society.

2. Research and consider novel implementations of IT systems, applications, and solutions benefiting the members and constituents of the Society.

3. Work with the staff and leadership of the Society to maintain a forward-looking vision for IT in the Society's strategic planning activities.

4. Act as a liaison between the Society membership, leadership, and staff consolidating and articulating suggestions, ideas, and criticisms.

5. Work with the Board and all other Committees to ensure that the IT vision of the Society is comprehensive, robust, and relevant to current applications of electronic technologies, yet realistic enough to serve the needs of the Society in a fiscally responsible manner.

Membership

- The committee consists of a Chair, appointed by the SPIE President-Elect, and approved by the Board (at second Board meeting of year preceding term). Strong preference is given to a Chair candidate who is a current member of the committee and has served at least one year.

- The Chair is asked to serve a three-year term (usually not extended).

- Committee members are appointed by the newly approved Chair and approved by the Board (third Board meeting of year preceding term).

- The Chair selects a group of committee members of diverse technical, national, gender, and ethnicity such that its composition aspires to be in line with the Society's membership composition and goals.

- The members are asked to serve a three-year term with the possibility of renewal.

- Committee members must be current SPIE voting members, able to devote the necessary time to the committee's work and attend committee meetings. Members will have the experience and technical knowledge that allows them to contribute positively to Society efforts to enact agreed-upon strategies for our events, both on topic and at the strategic level.

Logistics

The committee meets twice per year, whether in person or virtually. Meetings generally coincide with Photonics West in Q1 and Optics+Photonics in Q3. Additional meetings may be arranged as needed.

The Chair of this committee serves on the Strategic Planning Committee. As a member of the Strategic Planning Committee the Chair may be asked to attend one additional in-person meeting each year.

Authority

The Information Technology Committee is a Standing Committee of the Board and shall report and make recommendations directly to the Board.

Quorum

Quorum is established for in-person and virtual meetings by a simple majority of committee members, inclusive of the Chair. Once a quorum is established, a majority of the votes cast is required for the passage of a motion made during in-person and virtual meetings (abstentions and recusals do not count for or against a motion). The Chair may choose or choose not to vote on any motion or may choose to only vote in order to break a tie.

Guiding Documents

SPIE bylaws shall take precedence over the Committee Charter.

Members of the committee agree to:

- Follow "*The Standard Code of Parliamentary Procedure by the American Institute of Parliamentarians (2012 edition)*"
- Abide by the SPIE Code of Conduct, Anti-Harassment, Conflict of Interest and Confidentiality Policies.