

MANDURAH BRIDGE CLUB

IT COMMITTEE

TERMS OF REFERENCE

The scope of the IT Sub Committee is to at least to annually review the club's IT resources, operations and make recommendations.

Purpose:

The Mandurah Bridge Club IT Committee is a sub-committee appointed by the Management Committee whose purpose is to meet regularly to acquire and manage the Club's IT Resources and Processes.

Functions:

- Responsibility for the acquisition, maintenance, and management of IT Resources and Tools but not limited.
- Manage and support programs, but not limited to, which are used to conduct the daily bridge sessions, or assist in the Administration of the club's Finances, Membership, and Education.
- Making sure the Club's information is secure and available when required. This includes but is not limited to managing backup of information, virus prevention, security cameras function, and preventing unauthorised access.
- Manage licensing and warranty of all equipment and software in use

Timeframe:

Standing Committee

Membership:

The subcommittee will comprise at least five members appointed for the year commencing after the AGM. Membership is open to appointees of the Management Committee, Club Members and Volunteers.

Quorum:

The quorum is defined as the subcommittee chairperson plus 50% of the remaining subcommittee members.

Meeting Frequency:

The subcommittee should meet quarterly, or as required.

Role of Office Bearers:

Chairperson:

- The Chairperson will be elected by members of the subcommittee at the first meeting of the year.
- Preside at meetings
- Liaises with the Secretary to formulate meeting agenda.
- Prepares a written report to the Management Committee after each meeting
- Has the right to vote as well as a casting vote.

Secretary:

- Prepares the agenda for meetings in consultation with the Chairperson.
- Circulates the agenda.
- Ensures that full and correct minutes of the Subcommittee are kept and circulated to subcommittee members.
- Maintains regular updates to the Club files on OneDrive so that activities and information are available to future subcommittee members.