Terms of Reference – UWSA Information Technology Review Committee
Adopted by the UWSA Board, July 23, 2019

Rationale:

The use of Information Technology (IT) by the UWSA staff and board, while offering many efficiencies to our processes and operations, does come with costs and risks. No overall evaluation of IT use by the UWSA has been performed to date. Given its importance to our work, the UWSA Board would like to review this area.

Information Technology includes, but is not limited to, the following:

- computer hardware (desktops, laptops, notebooks, tablets)
- computer peripherals (including monitors, printers, scanners, webcams, UPS)
- storage (including external hard drives, USB storage, UW-provided storage, cloud storage)
- software (document creation and management, databases)
- telephones (including landlines, cellular phones, speakerphones, voicemail)
- networking and communications (including email, web sites, video-conferencing)

Membership:

- 1 Chair from the UWSA Board of Directors, selected by the UWSA Board
- 2 members from the UWSA Board of Directors, selected by the UWSA Board
- The UWSA Executive Manager
- 1 member selected from the members-at-large selected by the UWSA Nominating Committee

Responsibilities:

The committee will periodically (every 18 to 24 months) review the Information Technology used by the UWSA staff and board. The committee will report their findings to the UWSA Board of Directors and will identify areas where our IT uses are appropriate, and offer recommendations in areas where a need for improvement has been identified.

In particular, consideration should be given to these areas:

- Privacy: do our IT practices protect the privacy of the confidential information we hold on our members and from our board and committee deliberations?
- Security: do our IT practices protect the data we hold from exposure, misuse, or damage due to cyberattacks?
- Business continuity: in case of data loss, could we recover missing or damaged data and hardware in order to continue our operations?
- Compliance: do we operate in a manner consistent with regulations and legal requirements?
- Cost: review the financial costs of our IT operations.
- Independence: are there risks to our operations or reputation resulting from the use of UW IT resources?
This review is not intended to dictate day-to-day business practices (e.g. how do staff update our web pages?) but to look at the tools that are provided in support of these practices (e.g. do we use UW web services or a third party provider for our web site?)