

IT Strategy Group Terms of Reference

Name
IT Strategy Group
Status
A subcommittee of the Finance Committee
Purpose
To plan, advise and evaluate on IT matters and initiatives at the request of British Skydiving staff, committees and Council.
Composition
<ul style="list-style-type: none"> • Constituted annually (from AGM to AGM), composition subject to approval by Finance Committee. • Chaired by any member of the committee. • Up to three volunteer committee members (if available with appropriate skills) • Finance Manager (also ITSG Secretary) • Communications Manager • Representative from ComputerLink • Members of British Skydiving staff and Council may attend (non-voting)
Quorum and voting
<p>Quorum of at least 51% of voting members (per committee composition each year).</p> <p>Voting members consist of the Chair, plus other volunteer members.</p> <p>British Skydiving staff and external partners have no voting rights.</p> <p>Motions carry by a simple majority. Chair has second or casting vote in a tie. Decisions subject to approval by Finance Committee. British Skydiving rules for proxy votes apply. Conflicts of interest managed by the Chair.</p>
Responsibilities
<ul style="list-style-type: none"> • To provide proactive advice and guidance on all IT related matters. • To keep abreast of emerging technologies and identify where these can add value to the British Skydiving's activities. • To review new IT requirements originating in committee, or from the staff, and provide feedback on the viability of these together with associated recommendations if appropriate. • To ensure the independence of IT solutions by ensuring that best practice, including tendering in the case of high value assets, is followed during the procurement process. • To provide budgetary estimates for IT to assist with financial planning. • To enable British Skydiving to achieve the most cost-effective use of IT. • To facilitate the creation of appropriate IT standards documentation • To establish good working relationships with our third-party IT suppliers and partners and review these regularly • To review and make recommendations of required changes to our IT systems

**Subsidiary bodies
Reporting in:**

None

Additional details

British Skydiving frequently has a requirement to acquire, or replace, IT assets. There can be an allocated budget for IT, similar to the zero-based budgeting process carried out annually for other committees. Support for existing IT assets is outsourced. IT requirements frequently originate from within British Skydiving Committees, or the British Skydiving Office, at short notice. These are often driven by unplanned stakeholder intervention or impending/actual failure of IT infrastructure.

All Council members may attend all committees (including in camera discussions). In-camera sessions of each committee may be attended by the voting members of that committee; other Council members; and others only by invitation of the Chair of the meeting.

Annual Review of this document

This document will be reviewed towards the end of each committee year and any proposed variations shall be subject to approval by the Finance Committee.