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ICT BOARD COMMITTEE CHARTER



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Purpose:

The ICT Steering Committee plays one of the key ICT governance roles within the Authority and as such it is necessary to describe the role and responsibilities of the Committee and the membership and meeting structure that suits the needs of the Authority.

# Responsibilities:

* Adopt and disseminate guiding principles for using IT at IPOA. Adopt and disseminate standard processes for developing, submitting, reviewing, prioritizing and acting on proposed IT initiatives.
* Develop charters for and approve members to IPOA IT Advisory Committees.
* Encourage IT initiatives that provide IPOA with a competitive advantage in attracting and retaining staff and external support.
* Align applications of IT with IPOA’s strategic goals and tactical objectives.
* Receive, review, prioritize and make decisions about proposed IT initiatives.
* Recommend a model or models for funding critical IT systems including on‐going and scheduled replacement costs.
* Allocate resources or make recommendations about resources required to implement proposed IT initiatives.
* Minimize IPOA’s risks associated with providing individuals with access to digital data and IT systems.
* Resolve issues or conflicts that, if unresolved, would jeopardize the successful completion of approved IT initiatives.
* Confirm annually the committee has completed responsibilities listed in this charter.

# Authority:

* The IT Board Committee advises the Full Board about current and future IT‐related issues and initiatives and submits recommendations to members of the Full Board when appropriate.
* The IT Steering Committee will work directly with its advisory committees to provide guidance about principles and strategies, provide input about their work, review proposals, and make timely decisions.

# Membership:

* IPOA Chairman (Chairperson)
* Head OF IT (Secretary)
* Chairperson Communication & Outreach Committee (Member)
* Secretary Communication & Outreach Committee (Member)
* 1 Board member who is also a member in Communication & Outreach Committee. (Member)
* C.E.O (Member)
* Deputy Director Business Services (Member)

Membership Term: on‐going by position to provide continuity

# Meetings:

* The IT Board Committee will meet when necessary and as often as needed to accomplish its duties. Initially the committee will meet twice a month to discuss membership to the advisory committees, and adopt and disseminate principles and processes to guide their work.

# Reporting:

* Regularly report to the Full Board about activities, issues, and related recommendations. In addition, publish meeting agendas, minutes and supporting documents so that members of Staff are aware of the work and recommendations of the committee.

# IT Board Committee Ground Rules

* The role of the Chair and Secretary:
  + Propose an agenda for each meeting using input from the committee members.
  + Ensure that the meeting agenda and any relevant materials are distributed to all members of the committee at least two working days prior to the meeting.
  + Maintain the focus on meeting topics. Ensure the meetings begin and end on time. Serve as the liaison to the Full Board
* The role of the Secretary:
  + Maintain minutes of all meetings in hard copy and in an appropriate electronic format.
  + Provide a list of action items. For each action item identify the description, who is responsible and the estimated completion date.
  + Distribute the minutes and action items for all meetings within five business days after the meeting.
* Role of IT Board Committee Members:
  + Meetings will begin and end on time.
  + Discussion about sensitive or controversial topics will be treated confidentially.
  + Confidential information shared remains confidential.
  + Members will judge ideas, not people.
  + Practice consensus team decisions.
  + Members are expected to attend every meeting;
  + Members should contact Chair prior to the meeting if attendance is not possible.
  + Members should contribute to the achievement of the goals and objectives.