

Technology Committee

Purpose

The Technological Committee exists to provide technical assistance to the housing co-op as a whole where it pertains to telecommunications, software use, and other initiatives proposed by the committee.

Background

The Technology Committee was formed in 2021 as a spin-off of the Community Engagement Committee specifically to organize and manage the Co-op's technological resources and support other committees and the Co-op as a whole with technological issues and implementation.

Source of Authority

1. Technology Committee members are volunteers from Paloma Housing Co-op.
2. The Technology Committee is accountable to the Board and the general membership.
3. The Technology Committee elects the chairperson annually.
4. Committee members are appointed by the Board.
5. The Technology Committee reports to the Board and the general membership.
6. Technology Committee members may be removed by the Board.
7. The Committee will consist of a minimum of 3 members and a maximum of 4.
8. The term of office shall be one year with no limit on the number of terms.
9. Quorum is 50% of committee members.

Roles and Responsibilities

Chairperson

1. Sets meeting dates and times.

2. Ensures agendas and minutes have been prepared and delivered.
3. Ensures meetings are focused, timely, and efficient.
4. Assigns a knowledgeable replacement when away.
5. Liaises with other committees as needed, or assigns a liaison as needed.

Secretary

1. Prepares meeting agendas.
2. Records meeting minutes.
3. Shares meeting minutes with committee members.
4. Sends reminders about upcoming meetings.

Committee Member

1. Participates in committee meetings by:
 - a. Attending all meetings of the committee, or as many as possible. The committee reserves the right to remove a member who fails to attend three consecutive committee meetings.
 - b. Asking clarifying questions.
 - c. Raising concerns.
 - d. Proposing ideas.
 - e. Being aware of how much space they are taking up in discussions.
 - f. Disrupting the beginning of any toxic, inequitable, or conflict-oriented talk with cooperative discussion.
 - g. Insisting on the clarity of proposals, especially when votes are taken.
2. Prepares and work on committee business between meetings by:
 - a. Reading minutes and reports in advance of meetings.
 - b. Completing assigned tasks (within any specified deadlines).
 - c. Being willing to serve on subcommittees.
 - d. Suggesting items that should be included on the next meeting's agenda.
 - e. Raising concerns with those who can take corrective action.

- f. Offering to help get pre-meeting assignments completed.

Duties and Responsibilities

Telecommunications

The Technology Committee, upon Board approval, will interact with our telecommunications provider in relation to the Telus/CHFBC discount. The committee will also provide advice on telecommunication matter for the Co-op as a whole (not for individual members).

Co-op Accounts

The Technology Committee will maintain accounts for software that Co-op committees use for Co-op business (e.g., Zoom, Google Workspaces, etc.) and the Co-op email account.

Co-op Technological Resources

The Technology Committee will maintain the Co-op website and purchase hardware and software for use by the Co-op as an organization (including hardware that the Co-op allows members to use).

Reporting and Assistance

The Technology Committee will report at each regular general meeting on any changes or initiatives regarding their above-listed duties and other technology-related issues.

The committee will also assist the Board and other committees in other initiatives related to the above-listed duties.

Member Involvement

- Members are welcome to attend and participate in all committee meetings;
- Members who are comfortable with technology, including social media, are invited to help develop the Co-op website; and,
- Members are welcome to bring up new technology initiatives that could provide benefits to Members or for the Co-op as a whole.

Effective August 16, 2022. Replaces job description approved October 19, 2021.

Resources

- Paloma Google workspaces accounts
- Wordpress website
- Zoom account
- Website Policy
- Facebook Group Policy
- Email Policy
- Common Room Internet Terms of Use