

THE AGENCY FOR CO-OPERATIVE HOUSING

POLICY MANUAL

DATE ISSUED:

November 2010

NUMBER:

1.3.5

REPLACING ISSUE OF:

January 2010

CROSS REFERENCE:

None

REVIEW CYCLE:

2 years

AUTHORITY:

Chief Executive Officer

DUE FOR NEXT REVIEW:

January 2011

SUBJECT:

IT Governance Group Charter

STATUS:

Standing Staff Committee

SOURCE OF AUTHORITY:

Chief Executive Officer

COMPOSITION:

The IT Governance Group comprises the following staff members:

- Chief Executive Officer (CEO)
- Director, Corporate Services
- Director, Operations
- Manager, Information Systems
- Data Administrator
- Technology and Network Services Administrator.

CHAIR:

The Director, Corporate Services chairs meetings of the IT Governance Group.

MEETINGS:

1. The IT Governance Group normally meets monthly, on the last Thursday of the month.
2. Quorum for meetings of the Group is four members.
3. A designated Administrative Assistant attends meetings to take minutes.

FUNCTION: The role of the IT Governance Group is to ensure that the Agency is equipped with the communications and information systems and technology it needs to support the efficient and effective delivery of services to clients.

DUTIES AND RESPONSIBILITIES:

General

The IT Governance Group

1. oversees the design, acquisition, installation, operation and maintenance of the Agency's communications and information systems and technology;
2. ensures that the Agency's communications and information systems and technology are compatible, function as intended and are upgraded and enhanced as necessary to meet the Agency's evolving needs;
3. assesses system development plans against the constraints of cost, functionality and scheduling;
4. ensures that staff receive appropriate initial and continuing instruction and support in the use of the Agency's systems and technology;
5. satisfies itself that appropriate system security policies, processes and procedures are in place and working properly;
6. ensures that Agency policies are respected in the procurement, development and operation of the Agency's communications and information systems and technology;

Co-op Housing Agency Information System (CHAIS)

7. ensures that new system functionality and enhancements to existing functionality are designed and developed with the needs of internal and external users in view;
8. reviews CHAIS budget and schedule commitments and monitors their achievement;
9. oversees the management of system change requests and provides advice to the Manager, Information Systems on the merits and relative priority of major changes proposed;

Communications and Information Technology

10. ensures that the interests of Agency staff and clients are properly considered in the planning and implementation of the Agency's communications and information technology;
11. approves major technology acquisitions, changes, upgrades and enhancements, after studying their expected costs, benefits and other impacts;
12. reviews IT budgets and implementation schedules and monitors their achievement.